



VFW Post 9662 Boline-Manfredi  
 1309 NE 66th Ave, Des Moines, IA 50313

## VFW Post 9662 – Rental Contract

A \$100 deposit will be charged at the time of the reservation. The deposit will be refunded after the event, provided the following criteria are met, and all checks have cleared the bank:

- All trash will be bagged and taken to the outside receptacle.
- Decorations may not be attached to the walls or ceiling, and all decorations must be removed. Any tape on ceilings/walls or tables will forfeit the deposit.
- All tables and chairs must be returned to their respective places.
- Floors must be swept, spills mopped up, and counters/tables wiped clean.

Note: Kitchen use is an additional \$50 fee (this does not include using VFW products).

Scheduled Date of Rental: \_\_\_\_\_ Rental Charge: \$ \_\_\_\_\_

**VFW 9662 Member (Post or Auxiliary) \$150 / Non-Member \$350**

There is no charge if this is a Celebration of Life for a deceased Post/Auxiliary Member. This exemption is for members only and does not extend to immediate family. A deposit is still required.

***RENT MUST BE PAID AT LEAST ONE WEEK (10 working days) BEFORE THE RENTAL DATE. \_\_\_\_ (initial here)***

**Purpose of Rental:**  
 \_\_\_\_\_

City, State, Zip:  
 \_\_\_\_\_

Desired Start Time: \_\_\_\_\_

Phone: \_\_\_\_\_ Email:  
 \_\_\_\_\_

Expected End Time: \_\_\_\_\_

Estimated Attendees: \_\_\_\_\_

**Deposit: \$100** Rental Fee: \_\_\_\_\_  
 Kitchen Use: \_\_\_\_\_

Name:  
 \_\_\_\_\_

Total: \_\_\_\_\_ Amount Paid: \_\_\_\_\_  
 Amount Due: \_\_\_\_\_

Address:  
 \_\_\_\_\_

Amount Paid in Full: \_\_\_\_\_



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Renters will purchase all Pop, Alcoholic beverages, and Bottled Water from the Post.

\_\_\_\_ (initial here)

This contract is **NOT** valid until ALL information is completed and approved by the Post Commander or the Clubroom Manager.

Authorized by: \_\_\_\_\_

Renter's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the person receiving deposit: \_\_\_\_\_

One copy of this contract will be provided to the renter if requested & one copy will be retained by the Post.