



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



VFW POST 9662

FACILITY RENTAL AGREEMENT

This Facility Rental Agreement (“Agreement”) is entered into between **VFW Post 9662** (“Post”) and the undersigned renter (“Renter”) for use of the Post facility on the date listed below.

1. RENTER INFORMATION

Renter Name: _____
Phone: _____
Email: _____
Address: _____

2. EVENT INFORMATION

Type of Event: _____
Scheduled Date of Rental: _____
Event Start Time: _____
Event End Time: _____

Estimated Number of Guests: _____

3. RENTAL RATES

Effective **April 1, 2026**, the rental rates shall be as follows:

- **VFW Post 9662 Member or Auxiliary Member Rate: \$250**
- **Non-Member Rate: \$500**

A **\$150 security deposit** is required at the time of reservation to hold the event date.

The rental fee does not include bar charges, kitchen fees, damages, extra cleaning, or any additional charges described in this Agreement.

Effective April 1, 2026



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4. MEMBER RATE ELIGIBILITY

The discounted member rental rate is available only to **current VFW Post 9662 members** and **current VFW Auxiliary 9662 members** who are in **good standing** and who have maintained **at least one full year of continuous membership**.

To qualify for the discounted member rental rate, all of the following must be true:

1. The renter must be a current member of VFW Post 9662 or Auxiliary 9662 in good standing;
2. The renter must have completed at least **one full year of continuous annual membership** prior to the date of the event; and
3. The event must be for the member personally or for the member's **immediate family only**.

For purposes of this Agreement, eligibility for the discounted member rate begins **one full year after an annual member's official start date**, provided the member remains in good standing.

Any member who has not yet completed one full year of continuous annual 9662 membership shall be charged the **non-member rate**.

For purposes of this Agreement, **immediate family** is limited to the following:

- Spouse
- Parent
- Child, including biological child, adopted child, or stepchild

If the event is for anyone other than the member or the member's immediate family as defined above, the **non-member rate shall apply**.

Initials acknowledging Member Rate Eligibility: _____

5. LIFETIME MEMBERSHIP OPTION IN LIEU OF RENTAL FEE

In lieu of paying the standard rental fee, the renter may elect to purchase a **Lifetime VFW Membership** for an eligible individual.

This option may be used for an eligible **family member, immediate family member, or friend**, provided that person meets official VFW eligibility requirements.

The following conditions apply:

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1. The proposed member must qualify for VFW membership under current VFW eligibility rules.
2. Proof of service and eligibility must be submitted and verified before this option is accepted.
3. Lifetime Membership must be paid in full no later than **10 business days prior to the event date**.
4. The cost of Lifetime Membership is based on the individual's age at the time of application.
5. The Lifetime Membership amount shall replace the rental fee **even if the membership cost is less than the standard rental amount**.
6. The **\$150 security deposit** is still required.
7. All other charges and requirements under this Agreement remain in effect, including bar charges, kitchen fees, damages, cancellation terms, and cleanup obligations.

This option replaces the rental fee only. It does not waive or reduce any other obligations under this Agreement.

Initials acknowledging Lifetime Membership Option (if used):

6. RENTER PRESENCE REQUIREMENT

The individual renting the facility must be physically present for the duration of the rental event.

The renter may not reserve the facility on behalf of another person and then fail to attend the event.

If the approved renter is not present at the time of the rental, VFW Post 9662 reserves the right to deny access, cancel the event, terminate the rental, and **forfeit the security deposit**, without refund.

Initials acknowledging Renter Presence Requirement: _____

7. LIFETIME MEMBERSHIP OPTION IN LIEU OF RENTAL FEE

In lieu of paying the standard rental fee, the renter may elect to purchase a **Lifetime VFW Membership or Auxiliary Membership to Post 9662** for an eligible individual.



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This option may be used for an eligible **family member, immediate family member, or friend**, provided that person meets official VFW eligibility requirements.

The following conditions apply:

8. The proposed member must qualify for membership under current VFW or VFW Auxiliary eligibility rules.
9. Proof of service and eligibility must be submitted and verified before this option is accepted.
10. Lifetime Membership must be paid in full no later than **10 business days prior to the event date**.
11. The cost of Lifetime Membership is based on the individual's age at the time of application.
12. The Lifetime Membership amount shall replace the rental fee **even if the membership cost is less than the standard rental amount**.
13. The **\$150 security deposit** is still required.
14. All other charges and requirements under this Agreement remain in effect, including bar charges, kitchen fees, damages, cancellation terms, and cleanup obligations.

This option replaces the rental fee only. It does not waive or reduce any other obligations under this Agreement.

Initials acknowledging Lifetime Membership Option (if used): _____

8. PAYMENT TERMS

The **\$150 security deposit** is due at the time the reservation is made.

The remaining rental fee balance, or the full Lifetime Membership payment if using that option, must be paid **no later than 10 business days prior to the event date**.

Failure to pay in full by that deadline may result in cancellation of the reservation and forfeiture of the security deposit.

Initials acknowledging Payment Terms: _____



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9. CANCELLATION POLICY

Cancellations must be made in writing, either by email or other written notice acceptable to the Post, **no later than 10 business days prior to the scheduled rental date.**

Failure to cancel prior to the 10-business-day deadline shall result in **forfeiture of the \$150 security deposit.**

If timely written cancellation is received before that deadline, the deposit will be refunded.

Initials acknowledging Cancellation Policy: _____

10. BAR POLICY

All alcoholic beverages served at the event must be purchased through **VFW Post 9662. Outside alcohol is strictly prohibited.**

For private rental events, bar service shall be handled as follows unless otherwise approved in writing by the Post:

A. Cash Bar / Pay-As-You-Go

Guests may purchase their own beverages individually at the regular posted prices.

Under this arrangement:

- Guests may pay for their own drinks as they go;
- Guests may purchase drinks for one another if they choose; and
- No mandatory percentage-based service charge or automatic event-wide bar surcharge shall be added to each individual transaction solely because the event is a rental.

B. Suggested Gratuity for Rental Events

For private rental events, the Post may present **suggested gratuity options** at the point of sale for individual drink purchases.

Suggested gratuity amounts for private rental events may be set by the Post for rental-event bar service. These gratuity options are **voluntary** and are not mandatory charges.



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C. Hosted Tab or Event Bar Arrangement

If the renter chooses to host beverages, open a group tab, provide drink tickets, prepay a bar amount, or otherwise arrange for event-based bar service, any such arrangement must be approved in advance by the Post and clearly documented before the event.

The renter shall be responsible only for bar charges, bar-related fees, or hosted tab amounts that are **specifically agreed to in advance**. If the renter elects to host an open tab for the rental event, a mandatory 20% gratuity shall be added to the total hosted bar tab. VFW Post 9662 recommends a 25% gratuity for private rental bar service.

D. Unpaid Tabs

Individual guests are responsible for their own tabs unless the renter has specifically agreed in advance to host or guarantee those charges.

The renter is **not automatically responsible** for the total of all guest drink purchases merely because the event is a rental.

Initials acknowledging Bar Policy: _____

11. KITCHEN USE

Kitchen access may be added for an additional **\$50 fee**.

Kitchen use does **not** include use of VFW food, beverage, paper products, or other Post inventory unless specifically approved in writing.

Renters may use the stove and oven, but use of the fryer is strictly prohibited.

If kitchen access is requested, the renter shall be responsible for leaving the kitchen area clean and orderly.

Kitchen Use Requested: Yes _____ No _____

12. CLEANING CONDITIONS

1. All trash must be bagged and placed in the outside dumpster located behind the garage.



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2. Decorations may not be attached to walls, ceilings, doors, fixtures, or tables using tape, nails, staples, glue, or other adhesive methods that may cause damage.
3. All decorations must be removed at the end of the event.
4. Any tape, residue, or damage left on ceilings, walls, tables, or other surfaces may result in forfeiture of the deposit.
5. All tables and chairs must be returned to their proper places.
6. Floors must be swept and spills must be mopped up.
7. Counters and tables must be wiped clean.
8. All personal property brought in by the renter or guests must be removed promptly at the conclusion of the event.

Failure to satisfy these conditions will result in \$100 dollar cleaning fee.

13. DAMAGE RESPONSIBILITY

The renter agrees to be financially responsible for any damage to the building, grounds, furniture, equipment, fixtures, restrooms, bar area, kitchen area, or any other Post property caused by the renter, the renter's guests, vendors, or invitees, including any and all property of VFW Post 9662.

The renter agrees to pay the additional amount necessary to repair or replace the damaged property.

14. EVENT CONDUCT AND RIGHT TO ENFORCE POLICY

The renter is responsible for the conduct of all guests attending the event.

The Post reserves the right to enforce all facility rules, alcohol rules, safety rules, and conduct expectations during the event.

The Post also reserves the right to deny, stop, or end bar service, or to terminate the event early, if Post rules are violated, illegal conduct occurs, safety concerns arise, or the facility or staff are placed at risk.

No refund shall be required in the event of termination for rule violations.



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15. CELEBRATION OF LIFE EXCEPTION

There is no rental fee for a **Celebration of Life** for a deceased Post or Auxiliary member.

This exemption applies to the deceased member only and does **not** extend to immediate family or any other person.

The **\$150 security deposit** is still required, and all other terms of this Agreement remain in effect unless specifically waived in writing by the Post.

16. EVENT END TIME

All events must conclude by _____ unless otherwise approved in writing by the Post.

Cleanup must be completed promptly at the conclusion of the event unless other arrangements have been approved.

17. HOLD HARMLESS AND LIABILITY

The renter assumes responsibility for all activities associated with the event and agrees to hold harmless, defend, and indemnify VFW Post 9662, its officers, members, volunteers, employees, and representatives from and against claims, damages, losses, liabilities, costs, or expenses arising out of the rental event, except to the extent caused solely by the gross negligence or willful misconduct of the Post.

The Post is not responsible for lost, stolen, or damaged personal property belonging to the renter or guests.

18. ENTIRE AGREEMENT

This Agreement contains the full understanding between the parties regarding the rental of the facility. No verbal statements, side agreements, or prior discussions shall alter the terms of this Agreement unless made in writing and signed by an authorized representative of the Post.

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19. SIGNATURES

By signing below, the renter acknowledges that they have read, understand, and agree to all terms of this Agreement.

Renter Signature: _____

Printed Name: _____

Date: _____

VFW Post 9662 Representative: _____

Printed Name: _____

Date: _____
