

VFW Post 9662 – Rental Contract

1309 NE 66th Ave., Des Moines, IA 50313-1231
(515) 289-9914

A \$150 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 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 (day of week/month/day/year) _____ Rental charge: \$ _____

VFW 9662 Member (Post or Auxiliary for at least 1yr) \$250 / Non-Member \$500, plus 10% gratuity for Bartender.

No charge if this is a Celebration of Life for a deceased Post/Auxiliary Member. Deposit is still required.

RENT MUST BE PAID AT LEAST 10 WORKING DAYS BEFORE THE RENTAL DATE _____ (initial here)

Purpose of rental: _____

Desired start time: _____ Expected end time: _____ Estimated Number of Attendees: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Deposit: <u>\$150</u>
Rental Fee: _____
Kitchen Use: _____
Keg (option): _____
Bartender fee: _____
Amount Due: _____

Renter agrees to pay VFW Post 9662 the sum of \$150 to hold the date for this reservation. Deposit will not be returned if cancellation is less than 10 days of the scheduled date of the rental.
(initial here) _____

Renter will not receive deposit back if it is deemed the criteria above are not met and the facility is not returned to an acceptable state or not canceled 10 days prior. The \$150 deposit will be returned only after checks have cleared the bank and the premises have passed inspection. _____ **(initial here)**

Rental block time is 6 hours, a fee of \$50 per hour for anything over 6 hours (includes setup, teardown and event). _____ **(initial here)** **Note: Club room will be open to the public Monday-Friday 3pm to 8pm.**

Renters will directly pay the bartender \$15/Hr. outside of normal business and \$5/Hr. during regular posted business hours. _____ **(initial here)**

Renters will purchase all Pop, Lemonade, Coffee, Tea, and Alcoholic beverages and Bottled Water from the Post. _____ **(initial here)** **No outside alcohol permitted.**

This contract is not valid until ALL information is completed and has been approved by the Post Commander or the Clubroom Manager. Authorized by: _____

Renter's signature: _____ Date: _____

Signature of person receiving deposit: _____

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