

HALL RENTAL TERMS AND CONDITION

EFFECTIVE OCTOBER 15TH, 2015

1. IN THE EVENT THE V.F.W. SHALL BE UNABLE TO PERFORM ANY OF OUR OBLIGATIONS UNDER THE TERMS OF THIS CONTRACT FOR REASONS BEYOND OUR CONTROL, SUCH AS, BUT NOT LIMITED TO FIRE, SERIOUS DAMAGE, LABOR DISPUTES, ACTS OF GOD OR ANY UNAVOIDABLE CASUALTY, THE V.F.W. SHALL HAVE THE RIGHT TO REFUND ANY MONIES PAID BY THE RENTER AND CANCEL THE FUNCTION WITHOUT PENALTY. _____
2. NO BEVERAGES OF ANY KIND CAN BE BROUGHT INTO THE VFW. ANY BEVERAGES RECEIVED AS A GIFT AT YOUR FUNCTION MAY NOT BE OPENED AND USED AT YOUR FUNCTION. VIOLATION OF THIS SECTION WILL RESULT IN THE IMMEDIATE CLOSING, IF NECESSARY WITH POLICE ASSISTANCE, OF YOUR FUNCTION AND ALL FEES WILL STILL BE DUE TO THE V.F.W. _____
3. PARTIES OVER 100 GUEST ARE REQUIRED TO HAVE A BAR BACK SERVICE AT A \$25 CHARGE. THIS WILL ENSURE THAT OUR BARTENDERS CAN FOCUS THEIR ATTENTION TO YOUR GUESTS. AT THE DISCRETION OF THE V.F.W., WE MAY REQUIRE YOU TO EMPLOY THE SERVICES OF UNIFORMED TINLEY PARK POLICE OFFICERS AT THEIR PREVAILING RATE OF PAY FOR SECURITY FOR YOUR EVENT. _____
4. ANY SECURITY/DAMAGE DEPOSIT PUT DOWN BY YOU WILL BE REFUNDED TO THE PERSON SIGNING THE CONTRACT AT THE ADDRESS LISTED UNLESS SPECIFIC INSTRUCTIONS ARE MADE TO REFUND OTHERWISE. REFUNDS WILL BE MADE WITHIN 14-30 BUSINESS DAYS OF YOUR EVENT, DEPENDING ON THE METHOD OF PAYMENT FOR YOUR EVENT. YOUR SECURITY DEPOSIT WILL BE HELD IF ADDITIONAL CLEANING OR DAMAGE IS DONE DURING YOUR EVENT. IF YOUR SECURITY DEPOSIT IS HELD BACK A LETTER WILL STATE THE REASON WE HAVE KEPT YOUR DEPOSIT. _____
5. PERSONS UNDER THE AGE OF 21 ARE NOT ALLOWED TO PURCHASE, DELIVER OR CONSUME ALCOHOLIC BEVERAGES OF ANY KIND. AT OUR DISCRETION WE WILL CONTACT THE TINLEY PARK POLICE DEPARTMENT AND REPORT PERSONS WHO PURCHASE FOR OR OTHERWISE PROVIDE ALCOHOL IN ANY FORM TO ANY PERSON UNDER THE AGE OF 21. OUR BARTENDERS CARD OUR PATRONS, A VALID FORM OF ID IS REQUIRED TO SERVE ANYONE OVER 21. _____
6. ALCOHOLIC BEVERAGES MAY NOT BE TAKEN FROM THE V.F.W. PREMISES. CONSUMPTION OF ALCOHOLIC BEVERAGES ARE NOT ALLOWED OUTSIDE ON THE SIDEWALK OR IN OUR YARD. OUR OUTDOOR DECK IS AVAILABLE FOR YOUR GUESTS. AS THE RENTER YOU ARE RESPONSIBLE FOR ENFORCEMENT OF THIS RULE FOR YOUR GUESTS. ANY VIOLATION OF THIS SECTION WILL RESULT IN THE AUTOMATIC FORFEITURE OF YOUR SECURITY DEPOSIT. _____
7. NO STERNOS OR CANDLES ARE ALLOWED WITH THE EXCEPTION OF THE FLAMELESS BATTERY OPERATED CANDLES. THE USE OF CONFETTI OR SIMILAR OBJECTS FOR DECORATING IS PROHIBITED. NO ITEMS MAY BE PINNED TO OR TAPED TO ANY PLASTER BOARD WALLS. ITEMS MAY BE TAPED TO WOOD TRIM SURFACES ONLY. VIOLATION OF THIS SECTION WILL RESULT IN AUTOMATIC FROFEITURE OF YOUR SECURITY DEPOSIT. _____
8. IF YOU CANCEL YOUR EVENT AND PROVIDE US WITH WRITTEN NOTICE 60 DAYS IN ADVANCE, A 100% REFUND WILL BE MAILED TO YOU. IF YOU CANCEL AND PROVIDE US WITH WRITTEN NOTICE LESS THAN 60 DAYS BUT MORE THAN 45 DAYS IN ADVANCE WE WILL REFUND YOUR SECURITY DEPOSIT AND ONE HALF OF YOUR RENTAL DEPOSIT. IF YOU CANCEL WITH LESS THEN 45 DAYS YOUR ENTIRE DEPOSIT WILL BE WITHHELD. IF YOU DECIDE TO RESCHEDULE THE DATE OF YOUR EVENT, A FEE OF \$25 WILL BE ASSESSED AGAINST YOUR SECURITY DEPOSIT. IF YOUR ORIGINAL DEPOSIT WAS MADE WITH A CREDIT CARD OR CHECK A 5% FEE WILL BE DEDUCTED FROM YOUR REFUND. _____
9. ON FRIDAY & SATURDAY NIGHT RENTALS, YOU MUST AGREE TO A MINIMUM \$350.00 BAR BILL AS A STIPULATION OF YOUR RENTAL AGREEMENT. IF YOUR BAR BILL DOES NOT REACH \$350.00, THE CONTRACT SIGNER WILL BE RESPONSIBLE TO MAKE UP THE DIFFERENCE. YOU MUST HAVE A MINIMUM OF 50 PEOPLE AT YOUR EVENT FOR US TO PROVIDE A BARTENDER. FOR EVENTS WITH LESS THAN 50 PEOPLE YOU WILL BE REQUIRED TO USE OUR CANTEEN BAR OR PAY AN ADDITIONAL FEE OF \$8.00 PER HOUR FOR EACH HOUR OF YOUR EVENT. _____
10. FLOOR PLANS, SPECIAL LIQUOR ORDERS AND BALANCE OF RENTAL FEE FOR HALL MUST BE PAID 2 WEEKS PRIOR TO THE FUNCTION. BAR BILL MUST BE PAID IN FULL AT THE END OF YOUR EVENT. FEES MAY BE PAID BY CASH, CASHIERS CHECK, MONEY ORDER OR CREDIT CARD. WE ACCEPT VISA, MASTER CARD OR DISCOVER. IF YOU ARE UNSURE OF YOUR FINAL BALANCE BE SURE TO BRING WITH YOU A SUFFICIENT AMOUNT OF CASH TO COVER ANY UNFORSEEN EXPENSES. AN ATM MACHINE IS AVAILABLE IN OUR CANTEEN BAR FOR YOUR USE. _____

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11. WE WILL PROVIDE YOU WITH AS MUCH TIME AS POSSIBLE FOR SET UP FOR YOUR FUNCTION BASED ON OUR SCHEDULING. WE CAN NOT GUARANTEE YOU TIME FOR SET UP UNLESS YOU WANT TO RENT OUR HALL FOR AN ENTIRE DAY AT A NEGOTIATED FEE. AT A MINIMUM YOU WILL HAVE 1 HOUR PRIOR AND 1 HOUR AFTER YOUR PARTY FOR SET UP AND CLEAN UP.

12. IF YOU CONTRACT WITH OR OTHERWISE AGREE TO HAVE AN OUTSIDE CATERER SUPPLY FOOD IN ANY FORM FOR YOUR EVENT, YOUR CATERER MUST FURNISH TO THE V.F.W. WITH A CERTIFICATE OF INSURANCE. THE CERTIFICATE MUST NAME V.F.W. POST 2791 AS AN INSURED PARTY AND THE SPECIFIC DATE OF YOUR EVENT MUST BE STATED ON THE CERTIFICATE. JUST BECAUSE YOUR CATERER MAY HAVE SERVED FOOD HERE ON A PREVIOUS DATE DOES NOT CONSTITUTE A VALID CERTIFICATE OF INSURANCE ON FILE WITH THE V.F.W. IF THE V.F.W. DOES NOT HAVE THE PROPERLY COMPLETED CERTIFICATE OF INSURANCE ON THE DATE OF YOUR EVENT, YOUR CATERER WILL NOT BE ALLOWED TO BRING FOOD ONTO THE PROPERTY. _____

13. IN THE EVENT YOU OR ANYONE ELSE IN YOUR PARTY IS GOING TO PREPARE FOOD AND BRINGS THE FOOD TO YOUR EVENT, YOU AS THE RENTER MUST SUPPLY THE VFW WITH A HAND WRITTEN LETTER, OR USE THE VFW FORM LETTER, AGREEING TO ASSUME ALL LIABILITY FOR FOOD ITEMS BROUGHT INTO THE FACILITY BY YOU AND/OR ANYONE IN YOUR PARTY AND RELEASE V.F.W. 2791 FROM ANY AND ALL LIABILITY ARISING FROM THE FOOD AND/OR ITS SERVICE.

14. WHEN YOU SIGN YOUR CONTRACT AND PUT DOWN YOUR DEPOSIT WE WILL PROVIDE YOU WITH A SCALE DIAGRAM OF THE BANQUET HALL. IF YOU RETURN THE DIAGRAM TO US TWO WEEKS PRIOR, AND PROVIDED WE HAVE THE REQUIRED PERSONNEL AVAILABLE, WE WILL HAVE THE TABLES AND CHAIRS SET UP TO YOUR DIAGRAM FOR YOU ON THE DAY OF YOUR EVENT. IF YOU DO NOT RETURN THE COMPLETED DIAGRAM YOU WILL BE ON YOUR OWN TO SET UP TABLES AND CHAIRS AS NEEDED. WE WORK WITH YOU TO MAKE YOUR FUNCTION A SUCCESS. ALL PERSON ITEMS MUST BE REMOVED AT THE END OF THE NIGHT.

15. NO ONE IS ALLOWED TO DRINK BY THE FRONT DOORS OF THE BANQUET HALL. THE RENTER IS RESPONSIBLE TO ENFORCE THIS REGULATION WITH YOUR GUEST. FAILURE TO COMPLY WITH THIS RULE WILL RESULT IN A FORFEITURE OF YOUR SECURITY DEPOSIT. IF THE PROBLEM CONTINUES, YOU WILL BE ASKED TO END YOUR EVENT EARLY AND POLICE MAY BE CALLED.

16. IF YOU DECIDE THAT YOU WILL NOT BE SERVING ALCOHOL AT YOUR PARTY, YOU ARE STILL EXPECTED TO MEET THE MINIMUM BAR BILL AS EXPLAINED IN ITEM #9. _____

17. BAR BILL PLUS 15% GRATUTITY MUST BE PAID AT THE END OF THE NIGHT. _____

18. DURNING THE CHRISTMAS SEASON (DAY AFTER THANKSGIVING THRU THE FIRST WEEK OF JANUARY) THE VFW WILL BE DECORATED FOR THE HOLIDAYS. WHICH INCLUDES, BUT NOT LIMITED TO, 5 CHRISTMAS TREES, GARLAND ON BOTH THE BAR AND CEILING, LARGE ORNAMENTS HANGING FROM THE CEILING, DOLLS IN THE WINDOWS, ETC. AT NO TIME WILL ANY DECORATIONS BE MOVED, TAKEN DOWN OR REARRANGED DURING THIS PERIOD. YOU ARE RESPONSIBLE FOR ANY BROKEN ORNAMENTS ON THE TREE. DURING THIS TIME THE HALL HAS A 120 PEOPLE MAX DURING YOUR PARTY, PLEASE PLAN ACCORDINGLY. _____

19. ORAL AGREEMENTS VARYING THIS WRITTEN AGREEMENT ARE NOT BINDING. ANY ALTERATIONS MUST BE SIGNED BY THE BAR AND BANQUET MANAGER. _____

I HAVE READ AND FULLY UNDERSTAND ALL OF THE ABOVE TERMS AND CONDITIONS AND AGREE TO ABIDE BY EACH ITEM.

DATE _____

NAME OF V.F.W. REPRESENTATIVE ACCEPTING CONTRACT _____