EVENT VENUE RENTAL AGREEMENT

**7118 Shreve Road**

**Falls Church, VA 22043**

This is a rental agreement between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (client/lessee) and Veterans of Foreign Wars Post 9274 event venue for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(event type) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) between the hours of \_\_\_\_\_\_\_\_\_\_\_\_ and\_\_\_\_\_\_\_\_\_\_\_\_, in consideration of the non-negotiable rate of \_\_\_\_\_\_\_\_\_+ $300 security deposit.

The “client” who signs this contract must be present upon arrival and provide a photo ID to staff. In the event that this person cannot be present, a secondary person listed on this contract, and representing the “client”, must be present and provide photo ID to staff.

\_\_\_\_\_\_\_\_\_ (Client Initials)

YOUR RENTAL INCLUDES

* Space for up to 90 guests.
* Tables and chairs for up to 90 guests.
* Kitchen space with sink, dishwasher, refrigerator, freezer and two microwaves.
* Private entrance.
* Stage to facilitate bands, music, etc.
* Post 9274 will provide restroom supplies and furnish can liners for on-site trash can use only.
* The Client will provide their own table covers, napkins, tableware, and food storage products.

\_\_\_\_\_\_\_\_\_ (Client Initials)

MAXIMUM OCCUPANCY

Maximum Occupancy = 90 people (Subject to change under Virginia Executive Order)

\_\_\_\_\_\_\_\_\_ (Client Initials)

RENTAL PERIOD & EVENT HOURS

The Post 9274 Hall is available for rent every day of the week, except Monday. Up to two additional hours can be secured at the rate of one hundred and fifty dollars ($150.00) per hour, at the discretion of the bar staff on duty, either before or after the event hours, for decorating or clean up. The time period agreed to in this contract includes time needed for set up and clean up. Unless additional hours are requested. The additional hours are payable in cash only.

Hall Rental Hours:

* Tuesday – Thursday: 5:00 pm – 10:00 pm
* Friday: 5:00 pm – 12:00 midnight
* Saturday: 4:00 pm – 12:00 midnight
* Sunday: 12:00 noon – 8:00 pm

\_\_\_\_\_\_\_\_\_ (Client Initials)

SECURITY DEPOSIT

A $300 security deposit is required to reserve a date. The security deposit will be returned within 30 days after the event if all accounts are settled and there has been no infraction to the contract by the Client.

Clients are required to complete all items listed in the cleaning checklist attached to this agreement. Failure to complete any of the items on the cleaning checklist will result in the forfeiture of the security deposit. Furthermore, damage to any post property including walls, floors, tables, chairs, appliances, etc. will result in forfeiture of the security deposit.

Finally, any violation of the terms of this agreement will result in a forfeiture of the security deposit.

\_\_\_\_\_\_\_\_\_ (Client Initials)

SMOKING

There is NO smoking inside of Post 9274; this includes the entry ways, hall, bathroom, and any other areas outside of the designated smoking area outside.

\_\_\_\_\_\_\_\_\_ (Client Initials)

PAYMENT

The client must pay the total amount due for the Hall Rental ***prior***to the start of the event or upon arrival for event setup.

Hall Rental Fees are as follows:

* Tuesday – Thursday: $500
* Friday - $895
* Saturday - $995
* Sunday - $795

The client has the option to pay the total rental fee along with the $300 security deposit upon signing the contract OR make a partial payment of one-half of the total rental fee, along with the $300 security deposit upon signing the contract. The remaining balance must be paid prior to the start of the event. Payments may be made by cash or credit card.

The Client agrees to pay \_\_\_\_\_\_\_\_\_\_\_\_+ $300 security deposit upon signing the contract, with the remaining balance of \_\_\_\_\_\_\_\_\_\_\_\_\_ due prior to the start of the event.  
  
\_\_\_\_\_\_\_\_\_ (Client Initials)

ALCOHOLIC BEVERAGES

If the Client intends to serve alcoholic beverages, the Client must obtain a Banquet License from Virginia ABC and provide a physical copy to the Canteen Manager prior to the start of the event, which can take up to 2 weeks for application approval. The Client assumes responsibility upon execution of this Agreement for abiding by ABC Rules and Regulations. The Client recognizes personal liability for any ABC violations concerning his/her guests, upon signing this contract. Clients are permitted to serve their own beer, wine and liquor. Clients may not sell or charge guests for any alcoholic beverages served during the event. Alcoholic beverages ***will not***be served at youth functions, such as scouts or school clubs, with or without a Virginia ABC Banquet License. Alcohol will NOT be served to anyone under 21 years of age, no exceptions.

If the Client is unable to provide a Virginia ABC Banquet license on arrival the day of the event, no alcoholic beverages may be served.

\_\_\_\_\_\_\_\_\_ (Client Initials)

DECORATIONS

At no time is the Client or their guests allowed on a ladder. Only Post 9274 members will be able to do any and all decorating work requiring a ladder. If you need ladder work, you must notify Post 9274 members in writing 2 weeks before the event. Rental rates are for private parties only. **The use of raw rice, confetti, glitter, smoke, and bubble machines is prohibited.** The use of tacks, nails, or any other hanging apparatuses that require putting holes in the walls are prohibited. Candles may be used only if the candles are in containers and the wick of the candles is at least two (2) inches from the top of the container. There is a limit of three (3) candles per table. Post 9274 reserves the right to remove

candles at their discretion. All items brought into Post 9274 (e.g., personal items, decorations, props, etc.) must be removed immediately following the event. Items that are not removed will be disposed of by Post 9274.

\_\_\_\_\_\_\_\_\_ (Client Initials)

RESTRICTIONS

Any of the following violations will cause the party to be terminated immediately and no refund will be issued:

* Failure to ensure music complies with reasonable request to adjust volumes.
* Alcoholic beverages outside of the marked areas in the rear of the building.
* Alcoholic beverages consumed without a Virginia ABC one day banquet license.
* Possession of any illegal substances or drugs.
* Disorderly conduct or malicious damage to Post 9274 property or to any private vehicle in the parking lot.
* Uncontrolled access or intrusion into unauthorized areas by the Client or Guests.
* Youth functions (under age 21) are required to have one adult chaperone (over age 21) per 10 minors.

**The Client Acknowledges VFW Post 9274 is a private club accessible to members only, as such, the Client is restricted to the Post Hall only.**

The Client acknowledges that (s)he is hosting a private party for enjoyment of invited guests. No tickets will be sold for admission; food and\or beverages will be provided without charge; and no casino or games of chance or raffles will be held.

Post 9274 reserves the right to inspect the Hall and Post property at any time to ensure compliance with this agreement and with the Virginia ABC Banquet license.

\_\_\_\_\_\_\_\_\_ (Client Initials)

HOLD HARMLESS

The Client agrees that Post 9274 is not responsible for any items personal or otherwise brought to the event facility of in the facility’s parking lots that are lost or stolen, damaged or otherwise lose value. The Client waives and agrees to indemnify and hold harmless Post 9274, its agents, employees, and assigns, from any claims, loss or damage to any guests, vehicles, or others as a result of the use of said event space, adjacent areas, and parking lot.

I have read the rules for Post 9274’s rental space; I understand my responsibility and agree to the conditions set forth.

\_\_\_\_\_\_\_\_\_ (Client Initials)

EVENT VENUE RENTAL AGREEMENT

**7118 Shreve Road**

**Falls Church, VA 22043**

**LESSEE’S NAME PRINTED**

**LESSEE’S SIGNATURE**

**DATE**

**DATE**

**POST 9274 REPRESENTATIVE**

**ZIP**

**STATE**

**CITY**

**ADDRESS**

**NAME**

**PRIMARY PHONE NUMBER**

**NAME**

**SECONDARY PHONE NUMBER**

**EMAIL ADDRESS**

COPY OF PHOTO ID

CHECK-IN CHECKLIST (To be initialed by Post 9274 Staff Member before access to hall is granted)

PHOTO ID OF PRIMARY CLIENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ABC LICENSE WITH NAME OF PRIMARY CLIENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BALANCE OF RENTAL FEE COLLECTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PAYMENT DETAILS (To be filled out by Post 9274 Representative)

Fill only applicable fields. Strike out any non-applicable fees.

**CHECK/CREDIT CARD**

DISCOUNT

OTHER

ADDITIONAL HRS x\_\_\_

HALL RENTAL FEE

EQUIPMENT FEE

SECURITY DEPOSIT

TOTAL REMAINING BALANCE DUE PRIOR TO EVENT



CLEANING CHECKLIST

The below checklist must be fully complete prior to Client departure. As previously stated, any time required to complete this checklist after the agreed upon departure time will require a fee of $150.00 per hour. A Post 9274 staff member will sign off on each checklist item to ensure it is completed to standard. Clients will have the opportunity to correct any issues found by staff members. Failure to correct any issues will result in forfeiture of the security deposit. Clients who choose to leave the premises prior to the staff walkthrough waive their opportunity to correct any issues and are subject to penalties if staff members identify any issues with the cleanliness or state of the hall.

Tables and chairs are wiped down

Tables are folded and stacked

Chairs are folded/stacked

Kitchen equipment is wiped down and sanitized

Used cups, dishes, and utensils are placed in the dishwasher

Kitchen floor is swept and mopped

Hall entry way is swept

Hall entry way is free of debris and/or trash

Hall entry way is free of damage

Trash is taken out and placed *inside* the dumpster \*if locked please contact bar staff\*

Parking lot is free of trash (to include cigarette butts)

Walls are free of decorations and damage (to include damage to paint)

Bathrooms are free of damage

Both bathrooms have been wiped down, toilets and urinals cleaned, and floors swept and mopped

Hall floors are free of damage of any kind

Hall floors are free from glitter, sequins, and debris

Hall floors are swept and mopped, not sticky

