

VFW Post 7356
10125 Tom Watson Parkway
Parkville, Missouri 64152
816-746-8010

HALL RENTAL CONTRACT NON-COMMERCIAL RATES AND POLICIES

Welcome to the South Platte Memorial Post 7356, Wade V. Scott Memorial Hall. Built and maintained by the membership of the Post 7356 of the Veterans of Foreign Wars of the U.S. We hope you enjoy the facility and respect the premises and its contents so it can continue to be enjoyed by all. Please observe and follow these policies.

Our fees are based on an hourly rental rate, which includes your decorating and clean-up time. A Saturday morning exception is noted; rental cannot start prior to 12:00 noon. The Breakfast Chairman will allow adjustment to 11:00 a.m. upon written verification. Use of the hall prior to 11:00 a.m. on a Saturday morning requires two months advance notice along with an additional \$400.00 fee, paid in advance, to offset our loss of breakfast revenue.

GENERAL RULES REGARDING SECURITY: The Reservation Manager or VFW member will meet the renter at time of the opening and provide a walk through of electrical and heating /air conditioning requirements and then provide and will either remain on site during rental or return one-hour prior to closing time to supervise clean-up and closure of building. If alcohol is to be consumed on the premises the services of an off duty sheriff deputy is required. The VFW Reservation Manager will arrange this service and the name of the Deputy will be provided to the renter. The off duty police security rate is fixed by the Sheriff's Officer with four (4) hours minimum payable by the renter directly to the approved off-duty officer prior to the start of the event. Considering the hall is owned by a private not-for-profit organization we reserve the right to refuse rentals to anyone at our sole discretion with no reasons being required.

ALCOHOLIC BEVERAGES: Renters have several options regarding alcoholic beverages. Considering the VFW holds a current Liquor License for Monday through Saturday (No Sunday sale of Alcohol is permitted.) with the State of Missouri and Platte County strict compliance with the following must be observed. **Renter Owned Alcohol Option:** The renter may at their option provide all alcohol (beer, liquor, etc.) at their own expense. When doing so the alcohol must be served to all attendees at No Charge (this includes coverage charges, etc.). Service must be in the main portion of the hall, as the bar area cannot be used; this is to prevent commingling of renters and VFW product. All unused alcohol/beer must be removed from the premises at the end of the rental period. **VFW Owned Alcohol Option: (Five (5) hour rental minimum is required):** The renter may select to purchase alcohol from the VFW from the Post approved price list for distribution to their guests. If alcohol is to be purchased using the VFW Liquor License the following rules will apply with no exceptions. Purchase of beer: Beer is available only in individual canned prices. VFW Post 7356 will not accommodate kegs. The Reservation Manager shall have discretion over which alcohol sales method would be most appropriate for each event. Bartenders are required during the service of alcoholic beverages. One bartender per fifty guests is recommended. The purchase decision will determine the cost of the bar tenders. In the Hosted/Open bar scenario the cost of bartenders are included in the price. In the case of a Cash Bar the renter will be charged for the bartenders at a per hour rate, with a four (4) hour minimum. The VFW Liquor License includes both levels of the hall and the patio; it does not include the parking lot. No alcohol will be consumed in the parking lot or open containers transported in the passenger compartment of a vehicle by the guests. No one under the age of 21 shall be allowed to consume alcohol on the VFW premises. The VFW and their guests are responsible for enforcement of all Missouri State Laws regarding alcohol. Anyone found in violation of this section may subject the event to be immediately canceled and all rental cost including deposit being forfeited.

RESERVATIONS: Based on a FIRST COME, FIRST SERVED BASIS, with the VFW having the right of refusal to rent. The full deposit is required at the time a party is booked to reserve the RENTAL AGREEMENT. Full payment is required two (2) weeks prior to rental date to complete the Contract.

CANCELLATIONS: The VFW may cancel this agreement with a minimum of 60 days advanced notice, unless acts of nature cause later with full refund of all payments. Renter may cancel with full deposit refundable up to one (1) month prior to rental date. NO REFUNDS THEREAFTER.

Renters Initials:

PAYMENT: Personal checks will be accepted, with proper I.D. Make checks payable to VFW Post 7356. Returned checks will be assessed a \$50.00 handling charge and/or turned over to the Platte County Prosecutor.

DAMAGE/CLEANING/SECURITY DEPOSIT: The South Platte Memorial Post 7356 does not provide janitorial services for renters of the Post Hall, contracted services may be provided at the renters' expense. Failure to comply with the clean up requirements as set forth in the "Post Hall Closing -Clean-Up Requirement List" or obtain the clean-up fee may result in the forfeiture of the deposit. The Reservation Manager or his/her representative will inspect the hall and the furnishings within 24-hours after the event to determine whether the requirements have been met. The inspector will advise the Post Financial officer to refund the deposit in full or call the renter to return and correct the deficiencies or forfeit part or all of the deposit. The VFW will remit a check via USPS within ten business days of the rental.

FOOD SERVICES: The VFW is a licensed food establishment with Platte County. Your rental fees may include limited use of the kitchen and kitchen appliances. Rental fees allow guests to use the ovens for warming purposes only and limited use of a small (white) refrigerator. Additional use of the ovens for cooking requires advanced approval with the understanding there must be a Licensed Platte County food handler on-duty for every five food handlers. Use of a caterer is highly recommended.

CAPACITY: 225

FURNISHINGS: You may move the tables and chairs to meet your requirements, but they shall be set up in accordance with the event-closing checklist, upon your departure. Use of Public Address system will be an additional \$10 per hour of use. Use of overhead PowerPoint type projector and screen will be an additional \$20 per hour for use.

DO NOT MOVE OR INTERFERE WITH THE POST PHOTOS OR WALL HANGINGS IN ANY WAY!

THE HALL IS A NO-SMOKING FACILITY

NO DANCE WAX, or substitutes to be used on the floor.

NO GAMBLING ACTIVITIES: Gambling in the form of Texas Hold'em, Casino Night, Bingo, etc. will not be allowed even if considered as fundraiser for non-profit activity. No exceptions.

DECORATIONS: Hooks have been provided on the underside of the ceiling beams and under the shelf along each side of the large room to allow hanging of decorations, etc. Decorations may be applied using scotch tape with the understanding that **TAPE WILL NOT BE APPLIED ON BARE WALLS.** If balloons are used, they must be secured. If balloons get up into the ceiling fans, **TURN FANS OFF.** **You may be charged for the balloon removal.** Use of other attachment devices such as **SCREWS, NAILS, or TACKS,** are not allowed unless specifically authorized in advance and in writing by the reservation manager.

RICE AND BIRD SEED: No Rice is allowed; birdseed may be used outside of the hall only.

SEQUINS, SMALL DECORATIONS AND CONFETTI ARE PROHIBITED!

THERMOSTAT: The thermostats are programmable and will be set by the VFW, do not tamper.

LIGHTS: The closure check list will specify what lights are to remain on and/or turned off upon leaving..

CLEAN UP REQUIREMENT: See Checklist. The Reservation Manager or representative will advise you of the janitorial closet that will be available for your use. In it will be brooms, wet and dry mops and dust pans for your use. Tables and chairs are to be wiped off and returned to the location as found. Use care in stacking any tables to avoid damage. Sweep and mop floors, using water only. **NO DETERGENTS.** Vacuum carpet areas.

Renters Initials:

Garbage bags will line each trash container. Take all bags with waste, including trash and sanitary napkin containers in restrooms, to dumpster located on the north outside wall of the building. The Post will supply trash bags for each waste container. If kitchen area is used, clean up spills. No food items to be left in refrigerator or walk-in. DO NOT USE THE AUTOMATIC OVEN CLEANING FEATURE ON THE STOVE. A janitorial service is available upon request.

HOURS: As a general rule the Post shall be vacated by 12:00 midnight this departure includes your clean-up. Exception must be arranged in advance and is at the sole discretion of the rental manager to allow with the understanding that there will be an additional fee assessed.

RESPONSIBILITES: The South Platte Memorial Post 7356 assumes no responsibility or liability for any loss or damage to you or your guest during this rental period. You are entirely responsible. The individual(s) signing this agreement shall be in attendance for the duration of the function. Those renting the hall must assume full responsibility for the action of their guests to include any damage to the hall or its furnishings. Damage to hall or its furnishing will be charged to the renter based on fair market value of repairs at union labor rates. If civil fees are required to obtain payment for damages, I/we the undersigned acknowledge that all legal fees shall be assessed to the undersigned. In addition, legal proceedings may be filed in any court of any county or state (e.g. Counties of Jackson, Clay, Platte, State of Kansas, etc.)

RENTAL COST : See attached Hall Rental Worksheet for detailed price breakout. The total contractual cost for VFW Post 7356 Hall rental on the date and time shown below is:

Name of Event: _____ (Please note this as memo on all checks)

Date of Event: _____ Time of Event: From: _____ To: _____

Security/Cleaning Deposit Amount: _____ Paid By: _____
(Due at time of Booking and may be refunded per terms of this agreement)

TOTAL amount due 2 weeks prior to the event: _____
(Note: Contract is not considered to be consummated until paid in full)

Paid By: _____

I HAVE READ THE ABOVE AND AGREE TO BE BOUND BY THE STATED POLICIES IN THIS CONTRACT. I UNDERSTAND THAT I AM RESPONSIBLE FOR ALL DAMAGE TO THE POST HALL OR ITS FURNISHINGS AS CAUSED BY ME AND/OR MY GUESTS. FAILURE TO COMPLY SHALL RESULT IN THE FORFEITURE OF THE ALL RENTAL FEES INCLUDING DEPOSIT AND ADDITIONAL FEES OR COST INCLUDING LEGAL AS STATED ABOVE THAT MAY BE REQUIRED TO RETURN THE FACILITY TO THE CONDITION PRIOR TO RENTAL.

NAME: _____
(Person must be in attendance during event)

ADDRESS: _____

CITY/STATE: _____

Email : _____ TELEPHONE: _____

Date: _____ SIGNATURE: _____

Return signed and dated contract and deposit check to VFW Post 7356, P.O. Box 12121, Parkville, Missouri 64152.
(816) 746-8010

Renters Initials:

VFW Post 7356 Hall Rental Worksheet

Date of Event: _____ **Time of Event: From** _____ **to** _____
Time for Setup: From _____ **to** _____

Name of Party: _____

Name of Renter: _____ **Number of Guest:** _____

Description	Cost
Refundable Security/Cleaning Deposit (\$200)	
Amount to be remitted to Post for Hall Rental at time of Booking---->	
Name on Check _____ Date: _____	

Hall Rental Fees	Cost
Hall – Upper Level - \$65 per hour, lower level \$55 per hour, north room \$30 per hour. (5 hour minimum if VFW liquor served) Hourly rate applicable to decorating and clean-up time. Hrs: _____ @ \$ _____ =	
Hall – Upper and Lower Level Combined \$110 per hour. Upper or Lower Level with North Room add \$15 per hour. Hrs: _____ =	
VFW Alcohol Options:	
Open Bar - Cost \$20.00 per person over 21 years of age for the first 2 hours, \$8.00 per person for the third hour, and \$4.00 per person for each additional hour. VFW provides inventory and bar tenders. Minimum charge \$300.00. Number of adults _____, Number of Hours _____.	
Cash Bar - Mixed drinks & wine at posted rate. VFW provides inventory only. A Bartender Fee of \$30 per hour with 4 hour minimum required, one bartender for each 75 guest. Number of Tenders _____ for hours of _____ to _____.	
Guest provided bar - Renter to provide their own liquor / beer / wine / soda / ice / cups and bartenders.	
Other Options:	
Contracted labor help - Following types of help can be obtained at a cost of \$25 per hour with a minimum of 4 hours. Banquet Servers, Banquet Set-up, Captains, Hostess, Bussers, Buffet Attendant, Cooks, Prep Cooks, Dishwasher, Misc. Kitchen Help. Specify types and numbers.	
Janitorial Services at \$ 200.00	
Bar Tenders: \$25 per hour with 4 hour minimum. For renter provided alcohol Number of tenders: _____ for hours of _____ to _____	
Public Address System \$10 per hour PowerPoint Projector \$20 per hour	
Total Cost of Rental and Services due 2-weeks prior to event to satisfy contract.	
Security Services: \$30 per hour minimum 4 hours required when Alcohol is served paid directly to Platte County Sheriff Deputy ***	

Renters Initials: