



**Veterans of Foreign Wars
Dudley Kizer Post 4780
2048 N. Main Street
Milan, Tennessee 38358**

General Rules and Conduct

1. Security deposit of \$150.00 is due when the contract is signed. Cost for bartender (if used) is due no later than seven (7) days prior to the scheduled event. Full remaining balance is due no later than one (1) day prior to the scheduled event.
2. A written notice of cancellation is requested no later than seven (7) days before the event for return of security deposit. Without a written notice of cancellation, the security deposit may be forfeited.
3. The Banquet Hall is \$50 per hour for up to 6 hours and must be coordinated at the time of contract signing,
4. Rehearsal(s) or decoration of venues planned for a separate date/time than rental are \$25 per hour, for up to 6 hours and must be coordinated at the time of contract signing.
5. Additional Rooms (i.e., Game Room, Canteen, and Kitchen) will be an additional \$25 per room per hour, for up to 6 hours and must be coordinated at the time of contract signing.
6. A Post representative will inform you when the Banquet Hall will be available for decorating. When decorating, use masking tape or non-permanent attachments only. Do not attach decorations to the ceiling tiles or metal air vents. No silly string, confetti, glitter, or explosive devices are allowed.
7. All candles used for decoration, with or without open flame, must be enclosed.
8. Smoking is only allowed in designated areas inside/outside the building. Renter is responsible to ensure all cigarette butts are properly disposed of. Failure to do so will result in loss of security deposit.
9. Use of illegal narcotics, fighting, or damage to Post property will result in immediate ejection from the premises and will result in loss of the security deposit.
10. Renter is ultimately responsible for all guests in attendance.
11. Renter must abide by all Federal, State, County, and City laws.
12. Post property will not be removed from the premises.
13. Renter must ensure the rented area(s) are orderly and cleaned, both inside and outside, no later than 12:00 p.m. the day following the event. This includes all tables/chairs returned to original positions, sweeping the floor of the Hall, removal of all decorations and trash from Hall/areas used during the event, and removal of all cigarette butts/trash from areas used by guests of scheduled events.
14. The undersigned agrees to pay for all damages to the building and contents, and/or theft of property therein. Failure of Renter to thoroughly clean the Hall and/or game room will result in the forfeiture of the cleaning deposit. Any cost damages or theft exceeding the security deposit will be borne by the Renter.

Purchase and Consumption of Alcoholic Beverages

1. All alcoholic beverages must be purchased through VFW Post 4780.
2. Renter(s) are responsible to ensure guests do not bring alcoholic beverages on premises. Failure to do so will result in loss of security deposit.
3. Bartender is available at a rate of \$10.00 per hour; total cost for bartender must be paid no later than seven (7) days prior to scheduled event.
4. Bartenders will ask for proof of age prior to serving alcoholic beverages. Renter is required to ensure that no one under the age of 21 is served alcohol and that those appearing to be intoxicated are no longer provided alcohol. Incidents occurring during or after the event due to intoxication are the responsibility of the Renter.

By signing this agreement, the Renter agrees to be held personally liable for all expenses, herein identified or otherwise, in rental of this Hall.

Renter's Signature: _____ Date: _____

Post Representative's Signature: _____ Date: _____



**Veterans of Foreign Wars
Dudley Kizer Post 4780
2048 N. Main Street
Milan, Tennessee 38358**

Hold Harmless Agreement

This agreement is made between _____, (hereafter known as the Renter), and the Dudley Kizer Veterans of Foreign Wars (VFW) Post 4780, for and in consideration of the rental of the Dudley Kizer VFW Post 4780 Banquet Hall and/or game room.

In consideration of the rental of the Banquet Hall and/or Game Room, the Renter hereby releases and forever discharges the Dudley Kizer VFW Post 4780, its officers, members, and employees, its heirs, successors, or assigns, from any and all actions, suits, proceedings, debts, dues contracts, judgments, damages, claims and/or demands whatsoever in law or equity which the Dudley Kizer VFW Post 4780, its officers, members, and employees, its heirs, successors, or assigns, ever had, now have, or may have in the future in connection to the rental of the Dudley Kizer VFW Post 4780 Banquet Hall and/or Game Room.

The Renter further agrees to hold and save the Dudley Kizer VFW Post 4780, its officers, members, and employees, its heirs, successors, or assigns, harmless from any claim by any others, including cost and expenses for or on account of any lawsuits or claims of any character for or on account of any and all lawsuits or claims of any character whatsoever in connection with any theft, damage of real or personal property, personal injury or death.

Agreed and executed this Date: _____

Renter's Signature: _____

Post Representative's Name and Signature: _____



**Veterans of Foreign Wars
Dudley Kizer VFW Post 4780
2048 N. Main Street
Milan, Tennessee 38358**

Hall Rental and/or Game Room Agreement

Name of Renter: _____ Phone Number: _____

Address: _____

Type of Activity: _____ Date of Activity: _____

Hours of Activity: From: _____ until _____

Rental: Hall only _____ Game Room only _____ Both Hall and Game Room _____

Bartender available @ a rate of \$10.00/ hour. Total cost for the bartender will be paid a minimum of seven (7) days prior to the scheduled event.

Bartender: Yes No From _____ until _____

Expected Number of Guests (150 maximum):

Message on Marque: _____

Rehearsal(s) and/or decoration of venues planned for a separate day/time must be coordinated at time of initial rental.

Additional information: _____

Summary of Rental costs

_____ Banquet Hall only: \$50.00 per hour for less than 6 hours (per day) OR \$300.00 for 6 hours or more (per day)

_____ Game Room: \$25.00 per hour for less than 6 hours (per day) OR \$200.00 for 6 hours or more (per day)

_____ Canteen only: \$25.00 per hour for less than 6 hours (per day) OR \$200.00 for 6 hours or more (per day)

_____ Kitchen: \$25.00 per hour for less than 6 hours (per day) OR \$200.00 for 6 hours or more (per day)

Room rental fee \$ _____

The room rental fee covers the use of Banquet Hall including tables and chairs, restrooms, & message on marquee of other areas of Post Home (i.e., kitchen, canteen, pool tables, etc.) is not included in the rental fee unless specified in writing. *Use

Security Deposit: \$150.00 Security deposit paid via check/cash/debit/credit on _____

The full security deposit, if warranted, will be refunded to the Renter within three (3) business days of the event.

Bartender fee of \$ _____ (\$10/hr. for ___ hours) Bartender fee paid in full via check/cash/debit/credit on _____

Total Rental fee of \$ _____ Rental fee paid in full via check/cash/debit/credit on _____

Renter's Signature: _____ Date: _____

Post Representative's Signature: _____ Date: _____