



**American Legion
Brookline Post 11**

**Veterans' Post
386 Washington Street
Brookline, MA 02445**



**VFW
Stephen F. Rutledge Post**

HALL RENTAL AGREEMENT

This contract is between Veteran's Post (American Legion Brookline Post 11 and VFW Stephen F. Rutledge Post 864), henceforth "The Post", & _____, henceforth "Renter", for the rental of the VFW Function Hall on _____, Beginning at _____ AM/PM, and Concluding on _____, at _____ AM/PM.

The Function Hall Rental Fee is \$600.00 for 4 hours minimum. Any additional hour over the 4 hours is \$100.00
Cleaning Fee \$50.00
Optional Bartender \$75.00 (required if alcohol is sold on premises)

PLEASE NOTE: The Post reserves the right to not serve alcohol for any function that will host patrons under 21 years of age.

A deposit of \$200.00 will reserve the rental and is refundable if notice of cancellation is given within fifteen days of the rental agreement. The remainder of the balance for the rental hall is required to be paid in full two weeks before the event.

PLEASE NOTE: If there is damage to the hall after your event, you will be charged a fee of \$100.00. **NO GLITTER, CONFETTI, OR TAPE ON THE WALLS OR WOODWORK.**
Nothing hanging from the walls.

Stipulations to this agreement are located in the attachment and must be adhered to and signed by the Renter. Violations by the Renter of the stipulation could result in the termination of the contract and the forfeiture of the deposit.

I the undersigned, acting as the Renter, agree to all the terms and conditions of this contract, and attached stipulations.

Renter's Name: _____
Address: _____
Phone Number: _____
Deposit Amount Received: _____
Remaining balance to be paid: _____

Type of Party: _____ Number of People: _____
Bar Needed (Y/N) Live Music (Y/N) Band/DJ (Y/N)



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HALL RENTAL STIPULATION ATTACHMENT

- ___ 1. Smoking will not be allowed in the confines of the VFW.
- ___ 2. Rental facility is restricted to a maximum of 98 people.
- ___ 3. Hanging VFW property will NOT be removed from the walls.
- ___ 4. Hanging items from the walls or ceiling is strictly prohibited.
- ___ 5. Nails, staples, tacks, tape or anything that causes holes in the walls or on the ceiling is Strictly Prohibited.
- ___ 6. The use of the outdoor patio and grill area is prohibited without prior approval.
- ___ 7. If alcoholic beverages are desired, a bar will be provided with a qualified server at a cost of \$75.00 additional charge.
- ___ 8. Possession of weapons or use of illegal drugs and narcotics is prohibited.
- ___ 9. The AMERICAN flag and VFW Post Flag are not to be removed.
- ___ 10. Standing on chairs and tables is prohibited.
- ___ 11. Open flames are prohibited, sheltered small candles may be allowed with prior approval.
- ___ 12. Consumption of alcoholic beverages outside the confines of the hall is strictly prohibited. Bringing alcohol into the post is forbidden.
- ___ 13. Use trash cans at all times, do not "breakdown" chairs or tables after the event, our clean-up crew will do that.
- ___ 14. Backroom area is limited to heating of already prepared food only.
- ___ 15. Use of the backroom area for preparation of raw or uncooked food is prohibited.
- ___ 16. A police detail will be required for functions of 80 guests or more.
- ___ 17. Rear Door is for **EMERGENCY EXIT ONLY**.
- ___ 18. The Post reserves the right to terminate this contract on the grounds that the Post regulations are not being followed.

Renter's Signature: _____

Date: _____

Discrimination Prohibited

The Posts shall not engage in unlawful discrimination on the basis of race, color, national origin, creed, disability, sex, sexual orientation, or ancestry.