

Veterans of Foreign Wars  
Post 540  
1560 Franklin Grove Road (IL Rt. 38)  
Dixon, IL 61021  
Phone: 815.288.5165  
Web: [www.vfw540.org](http://www.vfw540.org)  
Email: [info@vfw540.org](mailto:info@vfw540.org)

**Hall Rental / Community Service / Benefit Event Agreement**

Name \_\_\_\_\_ Date of Rental \_\_\_\_\_  
Address \_\_\_\_\_ Start Time \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Number of People \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email \_\_\_\_\_  
Name of Event \_\_\_\_\_ Event Type \_\_\_\_\_

Deposit Refund to be **MAILED** or **PICKED UP** by Renter? (Circle One)

Thank you for considering us for you Banquet Hall rental needs. We will do everything possible to assist in making your occasion a success. The following is a list of rules to help us accomplish this:

**HALL RENTAL FEE: \$300.00**

There will be a Cleaning Deposit required in the amount of **\$200**, which will serve as a retainer for any damages or extra cleaning fees incurred, and is in **addition** to the Hall Rental Fee. This \$200 deposit will be returned to Renter if all tables, floor, and kitchen area are cleaned of debris upon conclusion of the function.

**This Cleaning Deposit will be required for Benefit functions, as well. This is needed to protect the VFW and its assets, and to ensure we can continue to offer the use of our Hall for benefits, at no charge.**

A VFW Post 540 Board of Directors member will inspect the Hall and Kitchen no later than the next day following the event, and will determine the amount to be refunded. Refunds will be issued by check and mailed to renter's address, or can be picked up at the Canteen within one week after the conclusion of the event.

Any damages in excess of deposit **WILL BE** billed to the Renter named on this contract.

A signed contract and 50 % Deposit of **\$250.00** will be required when Hall is reserved.

In the event a cancellation is required, we must be notified at least 60 days in advance for a full refund. **NO** refunds will be allowed if notice is given within 60 days. Setup and decorating can be done most evenings, or after 10:00 AM on Saturday. Please check with a VFW Post 540 representative on current activities.

Balance due shall be paid 3 weeks prior to the event.

**BAR CHARGES:**

There will be a \$5.00 per hour charge for a bartender to dispense keg(s). Minimum of Two (2) Kegs Required.

Beer price per half-barrel keg (approx. 220 glasses) will be \$150.00, paid no less than Three (3) weeks in advance.

Half-Barrels: Kind: \_\_\_\_\_ QTY \_\_\_\_\_ X **\$150.00** SUB: \_\_\_\_\_

Kind: \_\_\_\_\_ QTY \_\_\_\_\_ X **\$150.00** SUB: \_\_\_\_\_

Wine: Kind: \_\_\_\_\_ QTY \_\_\_\_\_ X \$ \_\_\_\_\_ SUB: \_\_\_\_\_

Champagne: Kind: \_\_\_\_\_ ASTI \_\_\_\_\_ QTY \_\_\_\_\_ X \$ **15.00** SUB: \_\_\_\_\_

**ALCOHOL TOTAL:** \_\_\_\_\_

NOTE: We must be notified at least Three (3) weeks in advance to place orders for alcohol.

**CATERING:**

We can cater to any occasion for your luncheons or banquets. We do not allow the use of our kitchen by outside parties.

If you wish to use our kitchen as a provider for your event, please contact the Ladies Auxiliary President or Kitchen Manager for more information and available options.

**ENTERTAINMENT:**

We have adequate space for a DJ or Band to play at your event.

All music-playing must cease no later than Midnight. All Equipment must be removed from the building by 1:00 AM on the night of the event. **NO EXCEPTIONS.**

**All Entertainment must be pre-approved by VFW Personnel.**

**Please make note of the following Illinois Laws:**

It is illegal to bring any alcoholic beverages onto our premises, and no alcoholic beverages are to be taken outside of the building. The patio attached to the Canteen is the only place this is allowed, and strictly confined to the patio area. No other drinks may be brought in, either. All drinks consumed on site, must be purchased from the Canteen.

If you offer alcohol at your event, it is also YOUR RESPONSIBILITY to help us ensure no minors (under age 21) are being served, or otherwise consuming alcohol on our premises. Our local law enforcement is encouraged to ensure the laws are being followed within our establishment, and will visit occasionally.

NO ONE is allowed behind the bar other than VFW Post 540 employees. NO EXCEPTIONS.

You must be 18 yrs or older to be in the Canteen area.

**RENTER'S AGREEMENT:**

- Renter or Guest(s) WILL NOT bring into the establishment, any outside beverages of any kind.
- Renter will not allow minors to consume alcohol on VFW Post 540 premises.
- Renter will only use "Scotch" tape for hanging any decorations.
- No Glitter or Confetti is to be used in decorating.
- VFW Post 540 will not be held responsible for any lost or stolen items.
- Renter will be held responsible for their guests' behavior during this function.
- Renter will be responsible for any damages incurred by VFW Post 540 during their function. This includes, but is not limited to: property, assets, equipment, tables, chairs, etc.

**HOLD HARMLESS AGREEMENT:**

Renter agrees that if anyone from their party is injured in any way, by other guests, VFW Post 540 Members, employees, security personnel, or any other patrons or invitees of VFW Post 540, or acts of their own, whether inside or outside the building, or in the parking lot, renter will **HOLD HARMLESS** VFW Post 540, for any action, injury, etc. that may occur.

**Total Charges for this Contract:**

Hall Rental Fee: \_\_\_\_\_ \$300.00 \_\_\_\_\_

Cleaning Deposit: \_\_\_\_\_ \$200.00 \_\_\_\_\_

Bartender and/or Liquor Fees: \_\_\_\_\_

Sub-Total: \_\_\_\_\_

Less Deposit Received: (Min \$250) \_\_\_\_\_ Date: \_\_\_\_\_

Balance Due 3 Weeks Prior to Event: \_\_\_\_\_ Date Due: \_\_\_\_\_

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
VFW Post 540 Representative's Signature

\_\_\_\_\_  
Date