

VFW Post 1385 & American Legion Post 33 Hall Rental Agreement

Hall is available in specific 4-hour blocks of noon to 4pm and/or 6pm to 10pm

\$225 for each 4-hour block on a Tuesday, Wednesday or Thursday.
\$250 for a 4-hour block on a Friday
\$300 for a 4-hour block on a Saturday.
\$350 for noon to 4pm on Sunday (6pm-10pm not available on Sunday)

Cash or personal check only – no Credit/Debit cards, PayPal, Venmo, Zelle, etc.

Post and Auxiliary Members pay 50% of the above rates for a personal rental (not for another person or organization) if they are in good standing (dues paid, attended 3 meetings in past 12 months).

Please read carefully and **place your initials** (*do not check*) to acknowledge each statement below.

_____ ***I am at least 21 years of age. I am not renting the hall on behalf of any other party. By signing this document, I agree to be physically present during the entire rental period and take sole responsibility for any damage or altercations resulting from my behavior or that of my guests.***

- _____ Birthday parties for age 20 or less are restricted to the noon-4pm slot only.
- _____ Renter is responsible for all guests, including children, and all damages.
- _____ Renter must remove all trash from the hall and place it in the dumpster in parking lot.
- _____ No beverages may be brought into the building (except for juice boxes/bottles for children).
- _____ No alcoholic beverages can be brought into or removed from the building, parking lot or grounds.
- _____ No smoking, candles, or open flames except for cake candles and canned heat for warming food.
- _____ No push pins, tape or staples on walls. No confetti or glitter is allowed.
- _____ All beverages must be purchased at the bar to include soda and water.
- _____ A security deposit of at least 50% of your total rental fee is required to secure your event date.
- _____ You promise the facility will be left in the condition you found it regarding cleanliness and set-up. You agree to pay for needed repairs due to any damage caused during your rental.
- _____ No Refund Policy: If you cancel within 21 days of your event, you agree to forfeit your deposit.

What is the purpose of your function? (Wedding, Birthday, etc.) _____

Will you have Entertainment? Yes No What type? (DJ, Band, etc.) _____

Will you use the kitchen? Yes No Do you need a bartender in the hall? Yes No

What is the expected number of attendees? _____ Will you have a caterer? Yes No
(Contact Uxbridge Board of Health (508) 278-8600 ext. 8 regarding caterer's certification)

Print Your Full Name _____ Telephone _____

Rental Date _____ Set-up Time _____ Start Time _____ End Time _____

You may set up in the Hall 30 minutes prior to your start time at no extra charge. ***If there is no rental scheduled before yours*** you can set up an hour or more prior at the rate of \$75.00 per hour.

Your signature below confirms that you have *read* and *understand* the terms of this rental agreement, take full responsibility for all damages caused by you and your guests, will willingly pay for said damages and you acknowledge that activities during rentals are not sanctioned, promoted or otherwise planned by the lessor (VFW & Legion). Our organizations are to be held harmless for all activities, actions and damages resulting from your event.

Signature of Lessee: _____ Date: _____

Signature of VFW Representative: _____ Date: _____

Printed Name of VFW Representative _____

Calculate your total rental fee below:

Rate as listed on top of Page 1 \$ _____

+ Kitchen Fee @ \$75.00 per 4-hour block \$ _____

+ Additional Hours @ \$75.00 each \$ _____

= Your Total Rental Fee: \$ _____

Your Deposit (minimum 50% of Your Total Rental Fee is required): \$ _____

Your Balance Due (on the day of your event): \$ _____

Your Receipt # (white copy) _____

Please call (508) 278-7540 a week before your function to confirm all details and arrangements.

Our Mailing Address is Post Office Box 204. Uxbridge, MA 01569

Our Physical address 13 Cross **Road**, Uxbridge, MA. Be sure to inform your guests because there is a Cross **Street** in Uxbridge as well.

Thank you for choosing the VFW and Legion Hall for your rental needs.