

VFW Post 1385 & American Legion Post 33 Hall Rental Agreement  
Physical Address: 13 Cross Road  
Mailing Address: PO Box 204  
Uxbridge, MA 01569  
508-278-7540

For Hall Rental Contact: Tom 978-602-5152 or Sue 774-280-0751

**Hall Rental Fee Schedule for Post Members and Auxiliary Members in good standing:**

Tuesday thru Thursday; \$75.00 for the Hall; \$125.00 for Hall & a dedicated back bar.

Friday & Saturday; \$100.00 for the Hall; \$150.00 for Hall & a dedicated back bar

Sunday; \$225.00 for Hall with or without a dedicated back bar.

Good standing means dues are paid up and attendance at 3 meetings in the past 12 months.

**Hall Rental Fee Schedule for Nonmembers:**

Tuesday thru Thursday; \$150.00 for Hall; \$200.00 for Hall & a dedicated back bar.

Friday & Saturday; \$175.00 for Hall; \$225.00 for Hall & a dedicated back bar.

Sunday; \$300.00 for Hall with or without a dedicated back bar.

Please *read carefully* and *place your initials* (do not check) each item listed below.

\_\_\_\_\_ Must be over 21 years of age to rent and must be present during the entire rental period.

\_\_\_\_\_ Maximum Hall capacity is 180 persons.

\_\_\_\_\_ Rental time is for 4 hours: Noon-4pm *OR* 6-10pm, for both slots, price above is doubled.

\_\_\_\_\_ Each additional hour of use incurs an additional charge of \$25.00

\_\_\_\_\_ Kitchen use fee is \$50.00 for the entire rental period, regardless of length.

\_\_\_\_\_ Kitchen use means the reheating of already prepared food in ovens only. No food preparation or cooking is allowed per Board of Health. Kitchen must be left clean and free of trash and food.

\_\_\_\_\_ Your Caterer must register with the Uxbridge Board of Health using link provided below;  
([https://www.uxbridge-ma.gov/sites/g/files/vyhlf3971/f/pages/registration\\_for\\_catered\\_event.pdf](https://www.uxbridge-ma.gov/sites/g/files/vyhlf3971/f/pages/registration_for_catered_event.pdf))

\_\_\_\_\_ Renter is responsible for all damages.

\_\_\_\_\_ Renter must remove all trash from the hall and place it in the dumpster in parking lot.

\_\_\_\_\_ \*NO OUTSIDE ALCOHOLIC beverages may be brought into or removed from the Hall\*

\_\_\_\_\_ Persons bringing in outside alcohol will be removed from the premises.

\_\_\_\_\_ NO smoking, candles, or open flames. Canned heat (Sterno, etc.) is permitted for water warming baths only.

\_\_\_\_\_ NO push pins, tape, or staples in wall, no confetti or glitter allowed. If found, you will forfeit your refundable cleaning deposit of \$75.00

\_\_\_\_\_ \*\* Children are the responsibility of the lessee\*\* Sweet 16's parents MUST be present in the hall.

\_\_\_\_\_ Sodas and waters must be purchased through the bar. You may not bring your own. You may bring juice boxes or bottles and milk for children as we do not offer them.

\_\_\_\_\_ A security deposit of at least 50% of your total rental fee is required to reserve your selected date. If you cancel *21 days prior*, you will receive a full refund. Otherwise, you agree to forfeit your deposit.

Your Printed Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your Function Date: \_\_\_\_\_ Type of Function: \_\_\_\_\_

Function Start Time: \_\_\_\_\_ Number of Guests: \_\_\_\_\_ Function End Time: \_\_\_\_\_

Circle one for the following: Will you have entertainment? Yes or No - If Yes, DJ or Band?  
Will you serve food? Yes or No Will you use the kitchen? Yes or No Caterer? Yes or No  
(enter caterers' info below)

KITCHEN USE MEANS USING OVENS TO REHEAT FOOD ALREADY FULLY COOKED AND PREPARED ELSEWHERE. NO EXCEPTIONS.

Do you need time prior to decorate/set up? Yes or No

Decorating/Set up time: \_\_\_:\_\_\_ A charge of \$25.00 per hour will be assessed.

Catering Company: \_\_\_\_\_ phone: \_\_\_\_\_

Your Rental Fee Total will be calculated using the 4-hour rental fee (from page 1) \$ \_\_\_\_\_  
Plus a refundable cleaning deposit (only if facility is left in same condition you found it): \$75.00  
Plus Kitchen Fee (if requested) \$50.00  
Plus additional hours (prior to or after the 4-hour slot @ \$25.00 per hour) \$ \_\_\_\_\_  
Equals Your Total Rental Fee: \$ \_\_\_\_\_  
Deposit of at least 50% is required; Deposit paid: \$ \_\_\_\_\_

Receipt # \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_

Both parties acknowledge that activities during rentals are not sanctioned, promoted or otherwise planned by the lessor (VFW & Legion) and are the sole responsibility of the lessee and their guests. Our organizations are to be held harmless for all activities and actions of hall renters not related to actual safety defects of the premises. By signing below, you declare that you have read and understand the terms of this rental agreement and take full responsibility for the hall rental and your guests. You also agree to be present during the entire time of your rental.

Please call 5 days before your function to confirm all details and arrangements.

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

Make sure your invitations/invitees note that our physical address is **13 Cross Road, Uxbridge, MA**. There is also a Cross Street in Uxbridge which can cause confusion.

Signature of Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of VFW Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of VFW Representative \_\_\_\_\_