



VFW POST 2514
3850 S BUTLER RD
NEW BERN, NC
(252) 637-9222

HALL RENTAL AGREEMENT

(MEMBER)

- This agreement will stipulate all facilities to be used (i.e., main hall, clubroom, etc.)
- Purpose of rental (Wedding, birthday party, etc.): _____
- Date of Function: _____
- A non-refundable deposit of 50% for the main hall and/or game room rental is required at time of signing of this agreement.
- Balance of total rental is to be paid fourteen (14) calendar days prior to rental date. NO EXCEPTIONS!
- Please indicate (X) facilities to be used:
 1. MAIN HALL () @ \$ 175.00
 2. GAME ROOM*** – PATIO () @ \$ 125.00
 3. FOOD WARMER () @ \$ 20.00
 4. CATERING OR POST COOKING () @\$ _____

*Refer to itemized list. If the Post caters, an itemized list of charges will be attached.

 5. CLEANING DEPOSIT () @ \$ 50.00
- All ABC laws pertaining to the consumption of alcoholic beverages are to be adhered to. Post will provide necessary permits.
- All beer, wine, soda and mixers will be purchased through the VFW canteen. We will do everything possible to accommodate special requests for items we do not normally keep in stock.
- Any further questions or changes to this agreement are to be referred to Post Canteen/Club Manager. Canteen Manager can be reached after 3 PM at Post 2514, (252) 637-9222.
- A VFW Officer from Post 2514 will inspect the facility, with renter, to ensure a proper clean-up was performed. The cleaning deposit will be returned, if agreed upon, at the conclusion of the function or 24 hours after the function is completed. Renter will pick up deposit at the Post.
- A VFW Officer from Post 2514 will inspect the facility, with renter, for any damages to Post equipment. Renter will agree to pay for any resulting cost!
- Rental is for renter or immediate family.
- Renter agrees that hall rental will not be used for the purpose of conducting any activity related to any outlaw organization. In addition it is agreed that no member of an outlaw organization who is attending any event may not display any article which identifies him/her as a member or supporter of any outlaw organization.

***** POOL TABLES ARE NOT TO BE MOVED IN GAME ROOM*****

IMPORTANT: No changes in price structure are to be negotiated with the renter unless approved by the members of VFW 2514.

1. Decoration / preparation date: _____

2. Clean-up date: _____

3. VFW will furnish ABC Permit and Laws.

4. Coffee pot use: () YES () NO

5. Renter will furnish garbage bags.

I have read and agree to the above costs and statements:

SIGNATURE OF RENTER: _____

Phone: _____ Date Signed: _____

VFW Officer: _____ Date: _____