



VFW Post 3552
39463 10th St E
Palmdale, CA 93550
661-382-1221

HALL RENTAL AGREEMENT

Name: _____

Phone #: _____

Date & Time of Event: _____

Set-Up Time: _____

Type of Event: _____

Number of Guests: _____

****Prices are based on a 4-hour event****

Each additional hour after the base 4 hours is \$100.

Rental Costs:

Member # _____ ☐ Non Member

Hall: _____
(\$750 Non-members / \$325 Members)

Bartender Service: _____ \$50

Cleaning Fee: _____ \$100
(Refundable if certain conditions are met)
**See Rule #3 for additional info

Total: _____

Deposit: _____ \$200

☐ Check ☐ Cash ☐ Credit Card

Receipt #: _____

Remaining Balance: _____

For office use only

Additional Payments

Date: _____	Amount: \$ _____	Receipt #: _____	Remaining Balance: _____
Date: _____	Amount: \$ _____	Receipt #: _____	Remaining Balance: _____
Date: _____	Amount: \$ _____	Receipt #: _____	Remaining Balance: _____
Date: _____	Amount: \$ _____	Receipt #: _____	Remaining Balance: _____
Date: _____	Amount: \$ _____	Receipt #: _____	Remaining Balance: _____
Date: _____	Amount: \$ _____	Receipt #: _____	Remaining Balance: _____

*******All Fees must be paid in full before the event.*******

By signing below, I acknowledge that I have read and understand the rules, terms, and prices to rent the Hall at Palmdale VFW Post 3552 and agree to comply with all conditions that apply to my event. I assume full responsibility for all risks and liabilities associated with loss and damage, and agree not to hold Palmdale VFW Post 3552, its officers, employees, or volunteers, liable for any damage or loss to personal property, regardless of cause. I understand that I am liable for my actions and those of my guests, and that any non-compliance with the rules will lead to the forfeiture of both my event and deposit.

Signature: _____

Date: _____

POLICIES AND RULES

- ___ 1. Palmdale VFW Post 3552 reserves the right to refuse service to anyone at any time.
- ___ 2. Bartender is a volunteer and is paid with tips only. Please respect the bartender and tip accordingly.
- ___ 3. Renter must pay a \$200 deposit and sign the Hall Rental Agreement to secure the hall. This deposit amount includes the \$100 cleaning fee, which will be refunded within three business days after the event if the following conditions are met at the end of the event:
 - a. All trash picked up and trash cans emptied into outside dumpster.
 - b. Tables and chairs are wiped down.
 - c. Hall floor has been completely swept.
 - d. All decorations are taken down and removed from the hall.
 - e. All above items must be completed at the end of the event by no later than 12 midnight.
- ___ 4. Renter must be at least 21 years of age to rent the hall. *Must provide a valid ID.*
- ___ 5. All renters and guests must adhere to all rules, as well as local, state and federal laws.
- ___ 7. This Post is a SMOKE FREE facility. Smoking is not allowed in the building or within 20 feet of any outside door.
- ___ 8. ***It is illegal to bring in outside alcohol.*** Outside alcohol is strictly prohibited anywhere on Post premises including parking areas. All alcoholic beverages must be purchased from the Palmdale VFW Post 3552 Canteen and are NOT permitted to be taken outside or off premises. Failure to comply with this rule will result in immediate event termination, no refunds will be issued and any refundable deposit will be forfeited. Giving alcoholic beverages to a minor is also strictly prohibited.
- ___ 9. ***NO DRUGS ALLOWED on the Post premises or parking lot. This includes marijuana. This Post falls under the jurisdiction of Federal law.***
- ___ 10. Renters may bring non-alcoholic beverages like water, iced tea, lemonade, soda, or juice. The renter is responsible for providing coolers, containers, and ice at their own expense, and must remove them from the premises at the end of the event.
- ___ 11. Early show-up for set-up/decorating is allowed on a case-by-case basis, dependent on other events that day and personnel availability.
- ___ 12. NO CONFETTI or GLITTER ALLOWED.
- ___ 13. Use of the pool table is not permitted. Absolutely no items may be placed upon it and the cover must not be removed. The renter will be held responsible for any and all damages to the pool table during their rental timeframe.
- ___ 14. Renters and guests MUST supervise children at all times. Climbing or swinging on exterior railings is not permitted and unattended children are prohibited in parking areas.
- ___ 15. Fighting will NOT be tolerated. Any altercation will lead to immediate termination of event, forfeiture of any refundable deposit, and renter will be liable for any damages to Post premises.
- ___ 16. Renter is responsible for any damage to the Post by themselves or their guests.
- ___ 17. All events must end no later than 11pm to allow renter a 1-hour period for cleanup, which must be completed by 12 midnight.
- ___ 18. Cancellation of event and rental agreement must be made at least 30 days prior to event date. If cancellation is made less than 30 days, the renter understands that any refundable deposit is forfeited.
- ___ 19. The renter is responsible for informing their guests of these terms and conditions.

Any rule violations will result in the loss of any refundable deposit and the termination of the event with no refund. Please be respectful of our Post so that we can continue to rent out our facility.

Thank you.