



Red Hook VFW Post 7765

PO Box 293 – 30 Elizabeth Street
Red Hook, NY 12571
845-758-6212

VFW POST FACILITY RENTAL AGREEMENT

Contact Information

Name of **Renter**: _____ Group Affiliation: _____

Contact Person Name (if different): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone No.: _____ Alternate Phone No.: _____

Terms of Agreement

Date(s) of Rental Event: _____

Rental Times: From: _____ am/pm To: _____ am/pm

Purpose of the Event: _____

Rental Fee: _____ Security Deposit: _____

Rental Options – Check the services required to arrive at total cost of facility rental

- _____ **Fri – Sat – Sun (Weekend Days): \$500.00/4 hours \$75.00 extra each additional hour**
- _____ **Mon-Thu (Week Days): \$300.00/4 hours \$75.00 extra each additional hour**
- _____ **Hourly: Any day at \$75.00/hour (2 hour min.). VFW Post Rental Manager, Commander or Quartermaster may negotiate the hourly rental rate on a case by case basis at their discretion.**

SPECIAL Funeral Reception Rental Rates:

- _____ **Fri – Sat – Sun (Weekend Days): \$250.00/3 hours**
- _____ **Mon-Thu (Week Days): \$150.00/3 hours**

POST RENTAL HOURS OF OPERATION: From _____ am/pm To _____ am/pm

- _____ **Security Deposit: \$300.00 CASH held for security on all contracts – no exceptions**
- _____ **Kitchen use ONLY to refrigerate food brought in: \$75.00 (Renter cleans up)**
- _____ **Kitchen use to cook on stove top or heat in oven, or refrigerate food brought in and also use of porcelain dishware/silverware, fee also includes the hiring of our dishwashing person to clean all used equipment: \$150.00**

(NOTE: There is no glass or plastic ware available for any type of non-alcoholic beverage – renter

must provide beverage containers if they bring their own soft drinks. The VFW Bar Manager will provide alcoholic drink containers in the course of their beer, wine and liquor sales.)

Red Hook VFW Post 7765 must provide bartender(s) and all alcoholic beverages (beer, wine, liquor) served from the post bar according to our State Liquor License. BYOB of any alcoholic beverages is strictly prohibited anywhere indoors/outdoors at post facility/grounds.

Deposit & Renter Liability

The person signing this rental agreement (“Renter”) must be at least 21 years of age and **Renter** will provide a CASH security deposit to the **Red Hook VFW Post 7765** in the amount of \$300.00 (“Security Deposit”) to cover any damage or loss that may occur to the building, its contents and/or the surrounding property, all of which is located at 30 Elizabeth Street, Red Hook, NY 12571 (“Premises”). The Security Deposit shall be refunded to **Renter**, within 30 days of the rental event, once the Premises have been inspected by a **Red Hook VFW Post 7765** representative and such representative has determined that no damage occurred on the Premises. Any damage or loss occurring on the Premises shall be the responsibility of **Renter**. To the extent required, the Security Deposit shall be used to repair any damage or pay for any loss. Any damage or loss in excess of the Security Deposit shall be paid by **Renter** to **Red Hook VFW Post 7765** immediately upon request. This includes, but is not limited to, the cost of hiring contractors and acquiring any materials necessary to clean or repair the Premises. **Renter** agrees to make immediate settlement for any such cleaning, repair, loss, etc. **Renter** will forfeit half the Security Deposit (\$150.00) for cancellation of the rental agreement less than 7 days before the scheduled event.

Use of Outside Catering Services Liability

The **Red Hook VFW Post 7765** will not provide cooking personnel or catering services under this facility rental agreement. If the **Renter** wishes to hire an outside catering service (“Caterer”) to prepare and serve food for their event, the following conditions will apply:

- **Renter** must have a separate contract directly with the outside **Caterer** for any and all services required.
- **Caterer** must provide a Certificate of Liability Insurance (Acord Form 25 or similar form from the insurance agent) from their insurance company naming additional Certificate Holder as: **Red Hook VFW Post 7765, 30 Elizabeth Street, Red Hook, NY 12571.**
- If **Red Hook VFW Post 7765** kitchen facilities are used for more than just heating or refrigerating prepared food brought in, **Caterer** and **Renter** are responsible for cleaning kitchen and all equipment used.
- **Caterer** is prohibited from supplying, selling or bartending any alcoholic beverages at the **Renter’s** event.

Red Hook VFW Post 7765 Liability

The **Red Hook VFW Post 7765** and its members shall be free from all liabilities and claims of damages and/or suits for or by reason of injury or death of **Renter**, or his/her guests or business invitees, and for any damage or loss of any property of **Renter**, or his/her guests regardless of the cause. All personal property brought onto the Premises by **Renter** or his/her guests or business invitees, shall be there at the sole risk of **Renter** or his/her guests or business invitees. **Renter** is responsible for the conduct of all persons on the Premises during **Renter’s** time of possession. **Red Hook VFW Post 7765** reserves the right to terminate this agreement immediately if **Renter** fails to occupy the Premises at the times set forth in this agreement, or if **Renter** fails to pay the Rental Fees in accordance with the schedule specified in this agreement. **Red Hook VFW Post 7765** reserves the right to refuse any rental.

Renter’s Responsibility

Renter shall be present at the event and will be responsible for any damage or loss to the Premises during **Renter’s** time of possession. **Renter** agrees to comply with all laws. **Renter** is responsible for the supervision of all persons attending an event on the Premises pursuant to this agreement, and will ensure adherence to the rules and regulations set forth by **Red Hook VFW Post 7765**, a copy of which is attached hereto as Schedule 1 (“Rules and Regulations”). **Renter** shall convey all Rules and Regulations to those in attendance at events on the Premises. **Renter** hereby acknowledges receipt of the Rules and

Regulations and further acknowledges that the **Renter** has read and understands the Rules and Regulations. In the event of any non-compliance with the Rules and Regulations, this agreement may be immediately terminated, at the option of **Red Hook VFW Post 7765**, in which case all monies paid by **Renter** will be forfeited. The CASH Security Deposit must be received by **Red Hook VFW Post 7765** contemporaneously with the signed agreement unless **Red Hook VFW Post 7765**, in its sole discretion, agrees to other arrangements with **Renter**. The Rental Fee must be received no later than fourteen (14) days prior to the rental date. Under no circumstance will subletting or third party agreements be allowed under the terms of this agreement. **Red Hook VFW Post 7765** reserves the right to refuse any rental.

I HEREBY AGREE TO THE CONDITIONS OF THIS RENTAL AGREEMENT AND SIGNIFY THAT ALL INFORMATION SUPPLIED BY ME IS TRUE AND CORRECT. I ASSUME ALL LIABILITY FOR THE CONDUCT OF MY GUESTS AND/OR BUSINESS INVITEES AND FOR ANY DAMAGES OR LOSS DURING THE SPECIFIED TIEM OR POSSESSION OF THIS AGREEMENT.

Renter Signature _____ Print Name _____

Date: _____ No. of Guests _____ Use of Kitchen ___ YES ___ NO

Thank you for allowing us the opportunity to serve you. We would like you to rent the Red Hook VFW Post 7765 hall again. Please abide by the rules, regulations and agreements in this contract to ensure your future use of the facility.

For Official Red Hook VFW Post 7765 Use

Date Contract Received: _____

Signature of **Red Hook VFW Post 7765** representative: _____

Security Deposit: \$ _____ Received (Date): _____

Rental Fee: \$ _____ Received (Date): _____

Actions Following the Event:

Facility Inspection Report: _____

Date Inspected: _____

Signature of **Red Hook VFW Post 7765** inspector: _____

Settlement of damages per inspection: \$ _____ withheld Date: _____

Returned Full or Balance of Security Deposit: \$ _____ Date: _____

Any Additional Notes or Comments