



## Westside Veterans' Association

- *Information Needed:*

- |                    |                   |                      |
|--------------------|-------------------|----------------------|
| 1. Applicant Name; | 4. Event Date     | 6. Type of Event;    |
| 2. Telephone;      | Desired,          | 7. Alcohol: Y/N;     |
| 3. Email;          | 5. Event Hours (6 | 8. Apprx # of Guests |
|                    | hours or less);   |                      |

### **Rental Fees:**

- Hall Rental:
- Clean-up Deposit:
  - Due at the time of reservation
- Additional time (\$/hour <3 hours)

### **Payments:**

- All payments due shall be made using cash.
- Applicant/Renter/Tenant(s) must pay IN FULL no later than FIVE (5) calendar days prior to Event Date. Failure to pay in full one week prior to event date risks losing the reservation. No refunds – see "Cancellations" section.

This agreement is between the Westside Veterans' Association (WVA), Veterans of Foreign Wars of the USA, Westside Post No. 8058 (referred to as the "Venue") and the applicant, renter, tenant (referred to as the "Renter") for the rental of the veteran community hall located in Florida. The agreement outlines the terms and conditions for renting the venue for parties, weddings, meetings, conferences, and similar events.

### **Definitions:**

- "Venue" refers to the Westside Veterans' Association (WVA), Veterans of Foreign Wars of the USA, Westside Post No. 8058, responsible for managing and maintaining the veteran community hall.
- "Renter" refers to the applicant, renter, tenant applying for the rental of the venue for a specific event.

**Rules and Responsibilities:**

1. I agree to follow the rules and guidelines stated by Westside Veterans' Association (WVA), VFW Post 8058, for the rental and use of the hall, including its facilities.
2. I will be responsible for all rental fees and any damages that may occur during or as a result of this rental. Renter holds responsibility for all personnel and implied liability throughout the rental period, not the WVA, Post, or its affiliates.

*Signature*

Please read each heading below carefully and initial to indicate that you have read and understood the corresponding sections of the agreement.

**Reservation and Deposit:**

3. To reserve and secure a date, a minimum deposit is required.
4. The Clean-up deposit will be refunded only if the event is successful and proper clean-up, including completing the "TO DO LIST BEFORE YOU LEAVE," is done satisfactorily. (Also, see "Cancellations" section.)

**Hall Rental Details:**

5. Hall rental includes: Hall, Tables, Chairs, and staffed bar/Bartender (bartender services the bar area only).
6. Renter must remove all items brought into the building or onto the grounds, including food, decorations, and trash, by the end of the event on the same day.
7. A dumpster is available for the disposal of all food and trash.
8. Renter is/are responsible for ensuring that all trash and debris, both inside and outside the building (including the parking lot and grounds), are properly discarded.
9. The use of tape and staples for hanging decorations or any other purpose is strictly prohibited within the venue, on the buildings, walls, doors, or ceilings.

10. Failure to complete the "TO DO LIST BEFORE YOU LEAVE" will forfeit your Clean-up deposit.

11. Events must end before, or no later than, 11:00 pm.

**12. No live bands are allowed due to noise complaints.**

**Cancellation and Liability:**

13. In the unlikely event that the Venue is forced to cancel Renter's event, this agreement may be terminated at any time prior to the rental date. The Renter's only legal or equitable recourse will be a refund of deposit made.

14. WVA, Post, its officers, members, agents, and employees are not liable for any injuries, damage to personal property or rented property, or personal injuries that may occur during the execution of this agreement.

15. The Renter agrees not to engage in, encourage, allow, or tolerate any unlawful activities or disturbances of public peace.

**Alcoholic Beverages and Minors:**

16. All alcoholic beverages must be purchased from the Post Canteen/Bar at veterans' pricing.

17. Renter and guests are welcomed to the bar to purchase drinks. (Must be 21 or older.)

18. Tips are not included in rental fees and are at the discretion of the Renter and guests. Monetary tips can be given directly to the bartender.

19. Minors must be accompanied by adults at all times. If minors are left anywhere on the property unsupervised or suspected of consuming alcohol, they will be asked to leave the premises, and the event will be terminated immediately without any claims against WVA or Post.

**Responsibilities and Guest Behavior:**

20. The Renter is responsible for the behavior and actions of their guests throughout the event.

21. Any damages caused by the Renter's guests will be the responsibility of the Renter and may result in additional charges.
22. The Renter should encourage their guests to show respect for the veteran community center and use common sense during the event.

**Cancellations:**

23. All cancellations must be delivered to WVA, the Venue, in person at least fifteen (15) calendar days prior to the Event Date for a refund of the "Hall Rental" fee. (In other words, please give notice at least 2 weeks before the event date for a refund of the "Hall Rental" Fee. This allows the Venue to pursue other opportunities.)
24. There will be no refunds for the deposit if the event is cancelled.
25. The Renter understands that this cancellation policy reflects the Venue's loss of other business opportunities. It is not meant to be punitive. (In other words, when you cancel, the Venue might miss out on other opportunities to make money. It's not meant to punish you.)

**Responsibilities and Clean-up:**

26. The cleaning must be completed immediately after the event, and the premises should be left in a satisfactory condition as outlined in the checklist, including but not limited to the "TO DO LIST BEFORE YOU LEAVE."
27. The Renter has the option to hire a licensed and insured cleaning company for post-event cleaning.
28. The Renter will be responsible for any costs associated with hiring a cleaning company.

Reminder: "Clean-up" deposit will be refunded after the premises has been vacated by the party/event, property is inspected, and is found to be in satisfactory condition as outlined above.