



2024 VFW Post 4031 Facility Rental

Your reservation for the use of VFW Post 4031 facilities is confirmed when the completed Reservation form is submitted with applicable deposit and signed by both parties. Please contact the Event Coordinator at (970) 247-0384 with any questions or concerns.

RENTAL TERMS

Deposit: The Deposit holds the date for your event. We will return your deposit to you in full after your event unless you cancel without giving us 30 days' notice, you damage the premises, or do not clean up after your event.

Hall \$300

Kitchen \$100

Back Yard or Pool Room \$50

FEES: These fees are **in addition to** the Deposit and must be paid NLT 30 days prior to your event or the Post reserves the right to cancel your event and retain your deposit.

Main Hall: \$625 per day of the event. Occupancy limit 330 people

Downstairs/Lower Hall: \$625 per day of the event. Occupancy limit 250 people

If you wish to reserve a hall the day before your event to decorate, or wish to return and clean up on the day after your event, we may charge an additional \$100 for the additional day IF the hall is available. Set up and clean up must be coordinated when you reserve the hall.

If you are reserving a hall for multiple events, charity events or memorial services please let us know. We will work with you to reduce our rates.

Bar Service: \$175 for bar service during part or all of your event.

If your event will have more than 100 guests, we will provide two bartenders for \$300.

If you have specific drink requests, we can accommodate you if you let us know at least 30 days in advance of your event. *All alcohol must be purchased through the VFW Post 4031 in accordance with our liquor license and state law.*

Cleaning: If you would like for us to clean the hall or kitchen after your event the cleaning fee is \$300.

Pool Room: \$100.00 per day. This area can be rented in addition to the Hall, or for events of 35 persons or fewer. (Not normally available for minors due to the proximity to the main bar)

Kitchen: \$150.00 per day. Our kitchen is a fully functional commercial facility and we provide refrigerator and freezer space. The kitchen is located on the lower level.

Lower Hall Serving Area: \$ 75 per day. If your event is catered and you don't need to use the kitchen, we can provide a steam table and serving area. Refrigerator and freezer storage space is included.

Back Yard: \$150.00 per day. Our backyard is on the river and includes the use of one Easy up and our picnic tables. If you wish to use the back yard and reserve a Hall in case of inclement weather, we will require a deposit of \$400 to hold the hall if it is available. If you use the hall we will keep that deposit.

Tables and Chairs: If you wish to borrow folding tables and chairs for an event at another location, or for set up outside in our back yard or at Rotary Park the fee is \$5 per table and \$1 per chair.

Grill: You can bring you own, or use our grill outside for \$25.

Ice: You are encouraged to bring your own ice. If necessary, we can provide ice for \$25 per event.

Hospitality/Security: \$250 - \$750

The VFW Post 4031 will coordinate security to prevent the carrying of alcohol out of designated areas, to assure the safety of those in attendance and to prevent removal of VFW Post 4031 property. If more than 100 guests are expected at your event you will be charged for security costs.

Additional Rental Terms and Considerations

Before your event:

We will conduct a walk through with you and answer any questions you have.

Set up, decoration, and clean-up for your event must be done in the time you reserved.

Please feel free to decorate but do not attach decorations to the ceiling, floors or walls. Please don't try to attach items to the wall baffles. Balloons or crepe paper can be taped to the ends of the light fixtures. We have a ladder, but we don't provide tape, scissors, etc.

You are welcome to cater your event, or bring your own serving utensils, crock pots and food service items.

We will provide trash cans and trash bags for your use.

No confetti or glitter inside or outside.

If you wish to place tables and chairs on the dance floor, we will install carpeting for that space. Please do not place any furniture on the dance floor in areas without carpet.

All alcohol must be purchased through the VFW Post 4031. We can accommodate champagne, special event drinks, and specific brands if requested 30 days prior to the event. Please feel free to provide water and coffee for your guests.

During your event:

Please treat our facilities with respect. If we can provide any assistance just ask!

You are welcome to arrange for music at your event. Performers / DJs must provide their own equipment and remain aware of noise levels. Please respect our wishes if we request that your music be turned down.

No gum in the facility.

No smoking or vaping inside of the facility or in the parking lots / stairways.

No pets except for registered and properly trained Service Animals.

All guests must be prepared to present valid identification in order to be served alcohol. Anyone visibly intoxicated will not be served and may be asked to leave the premises. No six packs will be served to one individual. **Last call not later than 11:30pm.**

Guests under the age of 21 are not allowed in the main bar or pool table area. Please supervise children at all times.

Any guest with alcohol not purchased through the VFW Post 4031 will be asked to leave immediately.

Bathrooms are outside each hall. Please be gentle with our plumbing!

After your event

Please remove all food and flowers immediately following your event.

Please ensure that all trash is taken out immediately after the event. We provide the trash bags, trash cans and access to our dumpster on the southeast side of the building.

A post-event inspection will be conducted when you are ready. Once the facilities have been cleaned and returned to their original condition, we will return your Deposit. We provide cleaning supplies, a vacuum cleaner, mops etc. for your use. Please clean and rinse our cleaning equipment after using it. A laundry basket will be provided for dirty rags and towels.

Thank you for choosing the VFW Post 4031 for your event. Any amendment to this agreement MUST be made in writing and signed by both parties.

Contact Person Initials _____ Event Coordinator Initials _____



VFW Post 4031 Facility Rental Reservation Form

No reservation is confirmed until this form is completed, signed by both parties, and the applicable Deposit paid. Please contact the Event Coordinator at (970)247-0384 with any questions or concerns.

Name of Event: _____

Date of Event: _____

Description of Event: _____

Sponsoring Organization/Individual: _____

Address: _____

Phone Number: _____

Contact Person (if different): _____

Address: _____

Phone Number: _____

Estimated Attendance: _____

Actual Event Time: From: _____ To: _____

Set Up/Entrance Time Requested: _____ Take Down/Exit Time Requested: _____

Are you requesting prior day for decorating? Yes ___ No ___ Day after for clean up? Yes ___ No ___

Portion(s) of facility requested: Main Hall ___ Pool Room ___ Back Yard ___ Lower Hall _____

Event Bar Service Requested: Yes ___ No ___ Number of Bartenders _____

Will you be using ice from our facility: Yes ___ No ___

Will the event be open to the public: Yes ___ No ___

If open to the public, will an admission fee be charged? Amount? \$ _____

Signature of Person Completing This Form: * _____ Date: _____

*By signing you acknowledge that you have read and understand the rental terms and agreements and will abide by all stipulations set forth in this document.

DEPOSIT To be submitted when completed form is returned

Hall \$300

Kitchen \$100

Back Yard or Pool Room \$50

Date _____ Amount Paid: _____

Contact Person Initials _____ Event Coordinator Initials _____

RENTAL Fees *** Must be paid in full 30 days prior to event or deposit is forfeited ***

Main or Lower Hall: \$625 per day plus \$100 for additional set up or clean-up day _____

Kitchen (w/hall rental): \$150 _____

Serving Area (without kitchen): \$75 _____

Bar Service: \$175 per bartender _____

Back Yard: \$150 per day _____

Pool Room area: \$100 per day _____

Tables / Chairs (\$5 per table, \$1 per chair) _____

Ice: \$25 _____

Grill / Propane: \$25 _____

Dishes / utensils / linens: \$2 per person and \$5 per table _____

Clean-up: \$300 _____

Security \$250 - \$750 / Other: _____

Total Cost \$ _____

Date & Amount Paid: _____

Contact Person Initials _____ Event Coordinator Initials _____