

AGREEMENT FOR USE OF VFW FACILITIES

I agree to the following terms and conditions for the use of Veterans of Foreign Wars (VFW) Post #1841 facilities, located at 4902 Roanoke Road, Daleville, VA 24083, which includes the picnic pavilion area and parking lot.

I will use the Hall and/or Picnic Shelter for the purposes of:

Event Description: _____

Requested Date: _____

Time: ☐ All day (\$180) ☐ 4 Hours (\$70 +hourly rate for each additional hour) ☐ Hourly (\$40)

Hours: __: __ to __: __

(NOTE: please check the Hall Calendar on our website VFW1841.org for availability of the post.)

Will alcohol be served at this event? ☐ Yes ☐ No

Please note that only beer and wine are permitted at this location.

If yes, provide a copy of the [Virginia ABC Banquet License](#) and a Certificate of Insurance general liability policy listing the "VFW Lord Botetourt Post 1841" as an additional insured party at least one (1) calendar week prior to the event.

I understand VFW POST 1841 is a 501(c)3 Non-Profit Organization and relies heavily on donations and fundraising support from our community. As such, I also realize a donation paid in advance, will be required to assist with defraying the cost of maintaining the facilities, such as heating, air conditioning, grounds maintenance, electricity, etc...

I agree to the following rules for use of the facilities:

- All guests and hosts of my event will observe all Federal, State, and local laws.
- **NO** smoking is permitted inside the building on the VFW premises for any event that is covered under this rental agreement for any reason.
- **NO** removal or re-arranging of any pictures, banners, flags, or any other VFW property is permitted.
- Do not enter the facility prior to the time you are scheduled to start your event, and make sure you leave by the end time as annotated above. Do not interfere with other renters of the facilities on the same day.
- It is the responsibility of the renting party to obtain and provide proof of a banquet license and Event Insurance policy at least one week prior to the event if alcohol will be available at the event.
- If a Banquet License and Event Insurance policy has not been provided, NO alcohol is permitted on the VFW property.
- All tables and equipment inside the building must remain in the building.
- Return all tables, chairs and equipment to their original locations by the end of your event.
- Clean tables, kitchen, countertops, refrigerators, and equipment that was used during your event.

Veterans of Foreign Wars

Lord Botetourt Post #1841
4902 Roanoke Rd., Daleville, VA 24083

- Take any unused food, drinks, decorations, and trash with you.
- If you were provided a key, please return it promptly. [NOTE: There will be a \$25 replacement charge if the key is lost or stolen which will be the responsibility of the signer of this agreement. Do not duplicate the key provide to you.]
- Report any accidents or breakage to the VFW Post 1841 immediately (Phone: (540) 966-4206 or Email: CMD@vfw1841.org).

I understand that by signing this agreement, I am solely responsible for any damages to the premises and its contents while under my care. I will pay for damages immediately, including damages caused by my guests or customers. Furthermore, I understand that VFW Post #1841, its members or agents, will not be liable for any personal injuries to me, my guests or customers. I understand that VFW Post #1841, its members or agents, will not be liable for any personal property damage during my use of the facilities, which includes the parking lot.

My signature constitutes that I have read and agree to the rental conditions and received a copy of this agreement.

_____	_____ Key <input type="checkbox"/>
Signature	Date Key#/Passcode issued and received by

_____	_____	_____
Full Name	Phone Number	Email Address

_____	_____
Address	Donation Amount Paid

Initials and Date if Deposit Returned

Please contact the Commander, VFW Post 1841 for additional information. The members of VFW Post 1841 are extremely grateful for your donation and hope your event is a joyous one.