

AMVETS POST 19 BANQUET HALL AND PAVILION POLICIES, PROCEDURES, AND RENTAL AGREEMENT

RESERVATIONS

- All requests for use of Banquet Hall and/or Pavilion must be submitted to AMVETS Post 19 Office on the official rental application form. Preapproval by AMVETS Post 19 Board of Governors is required for all fundraising events. Note: BOG meets once a month, 3rd Thursday of each month.
- All applicants must be at least 21 years of age. Be sure to include proof of age with application.
- All guests under the age of 21 **MUST** vacate the premises by 10:00PM unless properly supervised by parent, guardian, or proper supervisor (adult) over 25 years of age. No exceptions.
- A reservation/security deposit one half (1/2) the total rental fee is required to hold any reservation for the Banquet Hall and/or Pavilion. **Any reduction in fees must be approved by Board of Governors.**
- All applications are considered on a first come, first served basis.
- Rental fees, and beverage, food, fees, must be paid in full at least two weeks prior to use. If we do not receive payment two weeks prior to rental date, AMVETS Post 19 retains the right to rent the facility to another party.
- AMVETS Post 19 accepts personal checks when booking a rental more than 30 days in advance.
- When rental of the facility is arranged within the two-week time period of rental event, and an agreement is signed, only cash or credit card payments will be accepted for both the security deposit and the all rental, beverage, fees.
- The amount of the rental fee shall be as specified in the application packet.
- Credit cards accepted by AMVETS Post 19 are Visa, Master Card, and Discover.
- The maximum number of occupants at any given time is 250.
- The agreement shall not be binding until signed by the applicant and AMVETS Post 19

CANCELLATION REFUND POLICY

- If cancellation request is 30 days or more prior to event – 50% refund of reservation/security deposit or rental fee.
- Fewer than 30 days prior to event – no refund of security deposit or rental fee.
- Rentals not accepted – 100% refund
- Cancellations due to severe weather conditions – 100% refund at AMVETS Post 19 discretion.

RENTAL FEE GUIDELINES

- Banquet Hall hours available for rental: Sunday through Saturday, 9:00 a.m. until Midnight.
- Pavilion hours available for rental: Sunday through Saturday 9:00a.m. until 8:00PM
- Any additional hours needed before/after hours listed must be approved by Board of Governors and a premium fee may be invoiced.
- Rental hours listed by applicant **must include all hours for set up/clean up time.**
- Basic use of banquet hall includes the banquet room, kitchen area (no stove/oven), tables and chairs (seating for approximately 120)
- Basic use of pavilion includes the picnic tables, kitchen area, and grassy areas surrounding pavilion.
- Additional fees will be assessed for damage to the facility or failure to leave facility in an acceptable and clean condition. Building doorman has authority to determine condition of building at the end of each rental. Any damage or unacceptable conditions will be documented by the doorman and discussed with lessee. Applicant agrees to pay AMVETS Post 19 for all damages and unacceptable conditions.
- AMVETS Post 19 is not responsible for lost or stolen articles.

- All guests under the age of 21 MUST vacate the premises by 10:00PM unless properly supervised by parent, guardian, or proper supervisor (adult) over 25 years of age, and no alcohol may be served/present at table. No exceptions.
- No weapons of any kind are permitted on any AMVETS Post 19 properties
- NO smoking or vaping inside any AMVETS Post 19 facilities.
- Decorations may not be nailed/tacked to walls, woodwork, etc.
- All decorations, equipment, etc brought by lessee must be removed at end of event.
- AMVETS Post 19 is not responsible for any items left by lessee or lessee's guests.

SUPERVISION

AMVETS Post 19 will provide security doorman for all rentals.

A minimum of one adult (21 years or older) must be present for every 15 attending individuals under the age of 21, unless they (guests under 21) are attending with their parent/guardian.

- Names, addresses and telephone numbers of all chaperones must be included on the application form.

CHAPERONES - Please list chaperones below (required):

Name Address Phone

Name Address Phone

Name Address Phone

ALCOHOLIC BEVERAGES

All alcoholic beverages must be purchased from AMVETS Post 19. We can provide any type of bar service to meet the need of the applicant. Bar package to be discussed, verified, and paid in full 2 weeks prior to event.

Open Bar Lessee pays for all beverages, alcoholic & non-alcoholic (Deposit of \$300.00 is required 1 Bartender included)

Beer Only Lessee pays for all beer (ordered and paid 2 weeks in advance, 1 Bartender included)

Cash Bar Guests of Lessee pay for all beverages, alcoholic & non-alcoholic, Bartender fee \$15/hr paid in advance

Events with 100 or more guests AMVETS will determine number of bartenders and invoice at \$15/hour for each bartender that is not included in the Bar Package. Bartender fees must be paid 2 weeks in advance with all other fees

- AMVETS Post 19 adheres to the liquor laws stated by the PLCB code
- No one will be served alcoholic beverages if valid identification is not submitted, regardless of your age.
 - Valid Identification includes:
 - *Drivers license or State issued identification card, or Passport
 - Expired Identification is not valid or accepted..NO EXCEPTIONS
- Bartenders/Security personnel reserve 100% authority to cut off/flag any persons showing any symptoms of being visibly intoxicated. Any guest questioning or arguing with any decisions made by bartender or security personnel will promptly be removed from event and Amvets Post 19 property. Amvets Post 19 reserves the right to remove

guests and close event due to unruly behavior, or any other behavior, violation of rules, or behavior deemed to be disrespectful or harmful to the members, guests, or reputation of AMVETS Post 19.

SMOKING/ILLEGAL DRUGS

- Smoking, vaping or the use of any tobacco product is not permitted inside the any AMVETS Post 19 building. Smoking or tobacco use is only permitted outside with the proper use of available containers to dispose of debris.
- Illegal drugs will not be tolerated. Persons possessing or using illegal drugs will be prosecuted to the full extent of the law

LIABILITY

- Neglecting to return the facility to its original condition (as determined by building security personnel) will result, at a minimum, additional costs to the applicant.
- Any theft or unwarranted damage will be the financial responsibility of the individual/group renting the facility.
- Applicant will indemnify and hold AMVETS Post 19 harmless for any and all personal injury and/or property damage caused by applicant or his/her guests, as stated in the rental application agreement

The undersigned does hereby remise, release and forever discharge the said AMVETS Post 19, its successors and assigns, its agents, employees and officials from any and all claims, right, and cause of action of any kind whatsoever or nature that may arise from and reason of any and all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to property and consequences thereof, which hereafter may be sustained by the undersigned or by any other person or persons using said premises with the knowledge and consent of the undersigned. Furthermore, in consideration of the above stated, the undersigned, does hereby expressly stipulate and agree and hereby indemnifies and holds harmless forever, the said AMVETS Post 19, it's successors, assigns, agents, employees and officials, from and against any loss of any kind whatsoever including but not limited to injuries to persons or damage to property and attorney's fees and all further claims, demands and actions in law or equity that may hereafter at any time be made or brought against the said AMVETS Post 19 by any person for the purpose of enforcing a claim for damages on account of personal injury or property damage that may be sustained by any person caused by the acts or omissions of the undersigned; the undersigned does hereby waive any and all rights of exemption, both as to real and personal property to which he, she, they or its heirs, successors or assigns may be entitled under the laws of this or any other state as against such claim for reimbursement or indemnity

Applicants Signature _____ **Date** _____

Accepted by AMVETS Post 19 on _____

AMVETS Post 19 Representative _____