



# 'THE POST' HALL RENTAL CONTRACT

55352 Bates Rd. Bandon Oregon 97411

541-347-9277

Home to Frank C High Medal of Honor VFW Post 3440, VFW Auxiliary, American Legion Post 26 & Bandon Veterans Honor Guard

Name of Renter: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Date: \_\_\_\_\_ Start/End Time: \_\_\_\_\_ Activity Type: \_\_\_\_\_

Setup Date: \_\_\_\_\_ Start / End Time: \_\_\_\_\_

No. of Guests: \_\_\_\_\_ VFW 3440 Member? Y / N - Rental Fee Waived for VFW Post 3440, Auxiliary or

American Legion 26 Member & immediate family only

Honor Guard? Y / N; Gun Salute? Y / N; Projector? (\$25) Y / N; Audio? (\$25) Y / N; Walk-in? Y / N; Table Covers? (\$25) Y / N

Setup Assist? (\$25) Y / N; Kitchen Setup Area? Y / N;

Bartender Outside Normal Hours (4 – 7 PM Sun – Tues; Thurs & Fri)? (\$50/hr.) Y / N: Time Needed: \_\_\_\_\_

Canteen Closed on Saturday & Wednesday

**Refundable Deposit: \$150; Rental Fee: \$175 or \$225 for over 100 Guests**

Rental Fee: \_\_\_\_\_ Other Charges: \_\_\_\_\_ Total Received: \_\_\_\_\_

Deposit Received: \_\_\_\_\_ Date Refunded: \_\_\_\_\_ Initial: \_\_\_\_\_

POST Rep Accepting Contract: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and agree to the terms & conditions of this rental agreement and the EVENT RULES OF CONDUCT on the following page.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## IMPORTANT CONTACTS:

**Meeting Hall Coordinator: Pat Post 541-297-4375**

Quartermaster: Preston Wayte 530-949-0749 Honor Guard / Gun Salute: Gary Sands 541-260-4516

Auxiliary President: Deborah Kelley 541-294-2316 Canteen Manager: Shane Sebree 541-297-7410

**Catering Available:** contact Shane Sebree to assist in arranging.

# EVENT RULES OF CONDUCT

## KITCHEN: Initial: \_\_\_\_\_

- This is a commercial kitchen. Our insurance does not permit use of the stove, oven, and deep fryers.
- The kitchen area adjacent to the Canteen, including access doors, is reserved for ON DUTY EMPLOYEES ONLY.
- The Prep Area nearest the Hall door may be used by Event Participants.
- The Microwave, Walk-in and some Freezer space may be made available to you for previously prepared items.
- The 3-sink dishwashing station may be used and the Sanitizer Machine may be operated with assistance from staff.
- A maximum of 4 people is permitted in the kitchen at any given time.
- Nobody under the age of 16 permitted in the kitchen at any time.
- VFW Property (including pots, dishes and utensils) MAY NOT be removed from the premises.
- Kitchen foil, plastic wrap, zip-lock bags or disposable boxes MAY NOT BE USED.
- ALL leftover food MUST be removed from the premises in renter's containers.

## DECORATING: Initial: \_\_\_\_\_

- Please respect the patriotic and memorial nature of the display in the Hall
- **DO NOT cover the VFW, Auxiliary or American Legion Charters**
- If POW/MIA white table is setup and, in your way, you MUST ASK VFW staff to have it removed.
- DO NOT place items on or against the POW/MIA table.
- Only use Command Double-sided Tape, 3M Wall-safe Tape or Painters Tape to affix decorations to the walls or ceilings. **NO SCOTCH TAPE, STAPLES or PINS are permitted.**
- **NO GLITTER MAY BE USED IN THE HALL**
- Candles must be enclosed in Flame Votive holders or battery operated.
- **CARRY – DO NOT DRAG TABLES AND CHAIRS.**

## CLEANING: Initial: \_\_\_\_\_

- RENTER is responsible for cleaning the Hall, Kitchen, and Outside (if used) directly following the event unless other arrangements have been made beforehand.
- Remove all decorations and trash, return tables & chairs to pre-event location, sweep & mop floor if needed.
- Please use RECYCLE BINS for cardboard, glass and cans.
- This is a NO SMOKING facility. Smoking is ONLY permitted in designated outside areas. Dispose of cigarette butts.

## ALCOHOL: Initial: \_\_\_\_\_

- All Alcoholic Beverages must be purchased through the VFW Canteen with one exception: Renter may arrange to provide Wine & Champagne for a Corkage Fee of \$7 per bottle, **PAYABLE IN ADVANCE**. Fee will be returned for any unopened bottles
- All other outside beverages will be confiscated and returned at the end of the event.
- The Canteen Bartender reserves the right to refuse service to anyone.

## PERSONAL CONDUCT: Initial: \_\_\_\_\_

- RENTER and Guests MUST abide by all Federal and State Laws
- RENTER is ultimately responsible for actions of all guests, including before & after the event due to intoxication.
- Unruly, boisterous guests will be asked to leave. Fighting or Property Damage will result in IMMEDIATE EJECTION from the premises and may result in loss of Deposit, Law Enforcement notification, or both.
- The cost of any Damage or Theft is the responsibility of the RENTER

## COVID-19:

- RENTER is responsible for guests social distancing, mask wearing and meeting other Oregon Health Dept. guidelines.