



- _____ Calendar
- _____ Janitor
- _____ Club Manager
- _____ Quartermaster
- _____ House Committee Chair

MEMORANDUM OF AGREEMENT

Date _____

SUBJECT: HALL UTILIZATION; Main Hall and/or Last Call Lounge

FOR: Name: _____ Date of Event _____

Contact Info: Address _____, City _____, State _____

Phone: _____ Email: _____

1. The above parties agree to the conditions and fees described below for the utilization of the Philip Billard VFW Post #1650 facilities.
2. Conditions:
 - a. All fees are due prior to the scheduled event. Doors will be unlocked ½ hour prior to scheduled utilization hours. The bartender will open the bar at the scheduled event time.
 - b. Set up and decorating must be prescheduled. No rice, confetti, sequins, or bird seed are allowed inside or outside the building. No tape, nails or staples are allowed on wall panels.
 - c. Only tables and chairs are authorized to be moved during private events. Upon completion of event the parties will restore the tables and chairs to the original configuration.
 - d. CLEANUP: Parties are expected to return facilities and property in the same condition they were provided. Parties are responsible for disposing of trash in the dumpster outside the building.
 - e. Keg Beer must be ordered two weeks in advance. Alcohol will only be served by our licensed bartenders. ABC regulations do not allow alcohol to be brought into the building and no alcoholic beverages may be taken outside the building.
 - f. Parties assume full responsibility for any and all claims arising out of use of facilities for personal injury, loss of life, theft, damages or otherwise, and waives, releases and agrees to indemnify and hold harmless VFW Post #1650 and its respective officers, employees, and agents from liabilities, and the cost and expense of defending all claims of liability, arising out of use of said facilities. Any damage to facility, furniture or equipment will be covered by individuals listed above.

3. Pricing and Fees:

Advance Security Deposit	\$200.00	<input type="text"/>
Mandatory Janitor Clean-Up Fee	\$100.00	<input type="text"/>
Utilization		
Main Hall (Fee Per Hour) From _____ to _____	\$ 75.00	<input type="text"/>
Lower Lounge (Fee Per Hour) From _____ to _____	\$ 50.00	<input type="text"/>
Kitchen (Fee Per Hour) From _____ to _____	\$ 50.00	<input type="text"/>
Set-Up/ Decoration (Fee Per Hour) From _____ to _____	\$ 10.00	<input type="text"/>
Bartender / Server (Fee Per Person/ Hour)	\$ 30.00	<input type="text"/>
Keg Beer - 16gal	\$150.00	<input type="text"/>
	Total	<input type="text"/>

4. The parties agree to the conditions and fees described above for the utilization of the facilities of VFW Post #1650, deposits may be forfeited if above terms and conditions are not met.

5. POC Signature _____ Post Authorized Representative: _____