



102 N. Colville St.  
 Walla Walla, WA 99362  
 509-876-2100  
 vfwpost992@gmail.com

## Rental Agreement

Please read this contract in its entirety. There will be no deviations from this contract, no verbal agreements without notation on this contract. The contract is null and void until signed by the rental party and approved by the VFW Post 992 House Committee.

### Room Rental

Rental	4 Hours	8 Hours	Total
Hall	\$300	\$550	\$
Stage (add-on)	\$100	\$150	\$
Bar Area (add-on)	\$200	\$350	\$
		Subtotal:	\$

Rentals will include a 1-hour decorating/set-up and clean up, before and after the rental time. Adhering anything to the wall is PROHIBITED. Décor can include table decorations or stand-alone decorations. Any additional time needed outside of the allotted decorating/set-up and clean up time will be charged at the rate of \$100 per hour. Any decorating or cleaning up a day prior to or the day after the event must be approved in writing prior to the scheduled event.

### Bar Service

Party Size	4 Hours	8 Hours	Total
50 or less	\$300	\$550	\$
51 or more	\$400	\$650	\$
		Subtotal:	\$

### Food Service

Services	4 Hours	8 Hours	Total
Kitchen Services	\$100	\$200	\$
Bring your own	No Charge	No Charge	\$
		Subtotal:	\$

Kitchen Services include us providing staff to open the kitchen and provide food to order at regular menu prices. Kitchen access by guests is not permitted. All garbage must be removed from the premises and not disposed of at the post.

All rentals that DO NOT include the bar or kitchen will incur a supervision fee of \$200 for 4 hours and \$350 for 8 hours.



**VETERANS OF FOREIGN WARS.**

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**Additional Fees and Add-ons**

Item	Description	Total
Rental Deposit	Due at time of signing, deducted from rental cost, non-refundable.	\$200.00
Damage Deposit	Due 10 days prior to deposit. Deposit will be refunded within 7-10 business days after the event if no damage occurred.	\$300.00
Facility Improvement Fund	All rentals are subject to a \$40 facility improvement fund	\$40.00
Technology Fee	If you wish to utilize the smart TVs in the facility - \$40	\$
Trash	Trash Removal Deposit	\$50.00
Other		\$
Other		\$
	Subtotal:	\$

**Summary of Services Requested**

Section	Total
Room/s Rental	\$
Setup/Cleanup	\$
Bar Service	\$
Supervision	\$
Other Fees / Discounts	\$
Rental Deposit	\$200.00
Damage Deposit	\$300.00
Trash Deposit	\$50.00
Facility Improvement Fund	\$40.00
Subtotal:	\$
Sales Tax:	\$
Total for Rental:	\$



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### Renter Information

<b>Date of Rental:</b>	<b>Company Renting*:</b>
<b>Start Time</b>	<b>Point of Contact:</b>
<b>End Time</b>	<b>Phone:</b>
<b>Number of Guests</b>	<b>Email:</b>
<b>Address of responsible party:</b>	
<b>Type of Function:</b>	
<b>Additional Written Agreements:</b>	
<b>Post Representative Name:</b>	
<b>Post Representative Signature:</b>	
<b>Date:</b>	
<b>Responsible Party Name:</b>	
<b>Responsible Party Signature:</b>	
<b>Date:</b>	
<b>Contact Number:</b>	

Deconflicted on post calendar (circle one): YES NO

House Committee Approval (circle one): YES NO

\_\_\_\_\_  
(Line Officer signature and date)

Date Filed:



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### INDEMNIFICATION / HOLD HARMLESS AGREEMENT

For Valuable consideration, the receipt where of is hereby acknowledged, (party authorized representative) \_\_\_\_\_ does hereby agree to indemnify and hold harmless Walla Walla VFW Post 992 harmless from and all claims, cost of defense, or expense arising out of this contract, except for the sole negligence of the Post.

(Party Authorized representative) \_\_\_\_\_ further agrees to provide the Post with evidence of the following insurance coverage naming the Post as an additional insured under the General Liability Policy with a separate endorsement reflecting this action, with companies satisfactory to the Post and with provision in the policies for thirty days' notice of cancellation of material change. Such coverage and certificate must be issued without disclaimer of limitations. The certificate must be received by the Walla Walla VFW Post 992 at least 10 days prior to the event.

Authorized Representative\*

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

Date of event: \_\_\_\_\_

Insurance Coverage Attached (circle one):    YES    NO

Insurance Coverage will be emailed (circle one):    YES    NO



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### RULES / REGULATIONS

\_\_\_: WA State liquor law does not allow any individual to bring alcohol into or out of the Post. The Post must be the sole provider of any alcohol aside from gifts that will not be consumed on the property. All rentals with alcohol must be provided and served by the Post. If any outside alcohol is consumed whether in the building or on the grounds will result in automatic forfeiture of all deposits and possible immediate eviction from the Post.

\_\_\_: The use of thumbtacks, nails or staples is prohibited. Decorations may only be adhered to tables and chairs with clear scotch tape. The use of confetti is prohibited. Any violation of this will result in forfeiture of the damage deposit.

\_\_\_: Any damage done to the Post or its furnishings, above normal wear and tear, will be compensated by the renter.

\_\_\_: Cancellation within 7 days of the event is subject to the full terms and costs of this contract.

\_\_\_: The renter must always permit the presence of a supervising member of the Post in public areas.

\_\_\_: Any event with entertainment (Band or DJ) must have all minors off premises by 10:00PM.

\_\_\_: Cleaning of the restrooms will not be required by the renter unless the sinks, toilets, or urinals have any unusual waste such as vomit or excessive human waste.

\_\_\_: Parking for the duration of the event is at the individual's own risk and the Post will not be held responsible for any damage or theft that occurs.

\_\_\_: Corporate/business rentals must sign the Indemnification / Hold Harmless agreement and must have \$1,000,000 limited liability insurance, and the Walla Walla VFW Post 992 must be listed on your policy as additionally insured for the day of your event.

\_\_\_: Any work/repairs that need to be made due to damages to the post will be subject to the rate of the contractor doing the repair work and will be billed to the responsible party.

\_\_\_: The renter agrees to promptly notify the Post of any changes to their space or requirements and the Post will do its best to accommodate.

\_\_\_: All Federal, State, and local laws regarding food/beverage purchase and consumption will be strictly adhered to and enforced.

\_\_\_: Marijuana is not to be consumed in any form on Post property.



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\_\_\_\_: Rentals with bar service will have “last call” 20 mins prior to the agreed end time to accommodate for closing tabs that may still be open.

\_\_\_\_: The Post will not assume any responsibility for the damage or loss of any merchandise or articles left in the Post during or after the function. It is the sole responsibility of the renter to remove all personal items at the conclusion of the event.

\_\_\_\_: The renter will conduct the function in an orderly manner, in compliance with the rules of the Post Leadership, and within all applicable laws, ordinances, and regulations. Functions must be confined to the space rented and scheduled. The VFW Post reserves the right to exclude or eject all objectionable persons from the function or premises without liability.

\_\_\_\_: While a deposit may be made to reserve the rental date, per VFW bylaws, this contract is not valid until approved by the VFW Post 992 House Committee and signed by one of the Post Line Officers. If for some reason approval has not been made, all deposits will be returned in full.

**By initialing above and signing below, you are indicating that you understand, have read, and agree to all provisions and rules set forth by the VFW Post 992 regarding your rental agreement. A copy of your ID will be made and kept with this contract for security purposes.**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

Date of event: \_\_\_\_\_