

VFW Post 261 Banquet Hall Rental Contract

10550 Pendleton Pike, Indianapolis, IN 46236

Phone: 317-823-0481

EVENT DATE:

The Jesse "Red" Mason Banquet Hall is a great venue for company meetings, sales promotions, parties, wedding receptions, memorial services and family gatherings. **All Hall rentals require a \$100 refundable deposit in addition to the Hall rental fees. Steam table rental deposit fee of \$50 includes a \$25 refundable charge.** Deposits are required in advance of event date.

All Rental Fees must be paid in full NLT 48 hours prior to event date. Deposits will NOT be refunded for cancellations less than thirty days from event date. Deposit refunds will be made within 7 working days following Post confirmation of customer completed Hall cleanup.

HALL RENTAL FEE SCHEDULE:

General Public - **\$450** Military Veterans (Active Duty, Retired, Discharged) - **\$250** w/Proof of Service
Post/Auxiliary/Riders members - **\$150** Post Employees - **\$150**
Special Circumstances – Event specific to include Compassionate consideration

BUILDING ACCESS

Entrances to the Hall are provided on the East and West side of the building. Restrooms have easy access from the Hall.

In accordance with the governing rules of the State of Indiana, our Hall is a non-smoking area. Smoking is permitted in the Canteen. No one under the age of 21 is permitted in the Canteen. A valid ID is required.

Occupancy of the Canteen is NOT included in any Hall rental agreement

Hall rental hours are 1630 (0430 pm) until 2400 (Midnight). Hall must be vacant by 0100 (0100 am). Pre-event decoration and Hall set can be arranged with the Post Hall Rental Administrator.

We aim to provide an attractive, safe and family-friendly environment, and have established VFW Post 261 **HOUSE RULES:**

- No use of tape to hang decorations. Push pins may be used.
- Maximum Hall capacity is 110 people.
- VFW kitchen is not available to the public.
- No alcohol sales to minors or alcohol consumption by minors anywhere on designated Post property.
- No fighting or unruly language nor congregating outside of building.
- No gaming in the Hall. VFW Post 261 is not responsible for any auctions, raffles or gaming not authorized by the Post Gaming License.
- No charging of admissions for events.
- No customer-provided security personnel.
- Do not move the pool table. Moving pool table will result in forfeiture of deposit.
- **All alcohol beverages must be obtained from the Post Canteen.** Special requests and kegs must be ordered in advance and paid at the time of order. Evidence of alcohol on premises (including parking lot) that was not purchased from Post will result in immediate termination of event and evacuation of all guests with no refund of deposit or fees.

These rules are strictly enforced. Termination of the function without refund may result. The Canteen manager, bartender and members of the Post House Committee may terminate the function for failure to comply with house rules. In addition, Police may be called if warranted.



Initial

Person responsible for party must complete the Agreement below:

Name _____ Date _____

Address _____ City: _____ State _____ Zip Code _____

Contact Phone Number _____ Nature of Event _____

Event Date _____ Start Time _____ End Time _____ Steam Table: Yes / No

Special alcohol or other requests: _____

Rental Rate: _____ (to be completed by VFW Post 261)

Signature of Responsible Party

VFW Post 261 Agent Signature

PAYMENT HISTORY RECORD

Hall Rental Fee = \$ _____

Deposit = \$ _____ Steam Table Fees = \$ _____

Add all of the above, this is the total to be collected by the start of the event: \$ _____

Date	Amount Paid	Method of payment	Receipt #	Balance owed	Post initials

Deposit return: YES / NO

If no, indicate reason & Post member authorizing: _____

Deposit return date: _____ Deposit return amount: _____ Check #: _____