



**American Legion  
Brookline Post 11**

**Veterans' Post  
386 Washington Street  
Brookline, MA 02445**



**VFW  
Stephen F. Rutledge Post**

**HALL RENTAL AGREEMENT**

This contract is between Veteran's Post (American Legion Brookline Post 11 and VFW Stephen F. Rutledge Post 864), henceforth "The Post", & \_\_\_\_\_, henceforth "Renter", for the rental of the VFW Function Hall on \_\_\_\_\_, Beginning at \_\_\_\_\_ AM/PM, and Concluding on \_\_\_\_\_, at \_\_\_\_\_ AM/PM.

The Function Hall Rental Fee is \$400.00  
 Cleaning Fee \$50.00  
 Optional Non-Alcoholic Beverage Service \$25.00  
 Optional Alcoholic Beverage Service with Bartender \$75.00 (required if alcohol is sold on premises)

A deposit of \$200.00 will reserve the rental and is refundable if notice of cancellation is given within fifteen days of the rental agreement. The remainder of the balance for the rental hall is required to be paid in full two weeks before the rental. Nonpayment of balance or cancellation within two weeks of the rental will result in cancellation of rental and loss of full deposit. If event is cancelled by the renter prior to two weeks before rental date, \$150.00 will be returned to the renter. An additional \$50.00 security deposit is required with reservation. This security deposit will be returned if the premises is left in the condition that it was found.

**PLEASE NOTE:** If there is damage to the hall after your event, you will be charged a fee of \$100.00. **NO GLITTER, CONFETTI, OR TAPE ON THE WALLS OR WOODWORK. Nothing hanging from the walls.**

Stipulations to this agreement are located in the attachment and must be adhered to and signed by the Renter. Violations by the Renter of the stipulation could result in the termination of the contract and the forfeiture of the deposit.

I the undersigned, acting as the Renter, agree to all the terms and conditions of this contract, and attached stipulations.

Renter's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Deposit Amount Received: \_\_\_\_\_  
 Remaining balance to be paid: \_\_\_\_\_

Type of Party: \_\_\_\_\_ Number of People: \_\_\_\_\_  
 Bar Needed (Y/N) Live Music (Y/N) Band/DJ (Y/N)



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**HALL RENTAL STIPULATION ATTACHMENT**

- \_\_\_ 1. Smoking will not be allowed in the confines of the VFW.
- \_\_\_ 2. Rental facility is restricted to a maximum of 98 people.
- \_\_\_ 3. Veterans' Post property will NOT be removed from the walls.
- \_\_\_ 4. Hanging items from the walls or ceiling is strictly prohibited.
- \_\_\_ 5. Nails, staples, tacks, tape or anything that causes holes in the walls or on the ceiling is strictly prohibited and would be grounds to keep the renter's security deposit.
- \_\_\_ 6. The use of the outdoor patio and grill area is prohibited without prior approval.
- \_\_\_ 7. If nonalcoholic beverages are desired, a server will be required at a cost of \$25.00 (additional charge). If alcoholic beverages are desired, a qualified server will be required at a cost of \$75.00 (additional charge).
- \_\_\_ 8. Possession or use of illegal drugs and narcotics is prohibited.
- \_\_\_ 9. The AMERICAN flag and VFW Post Flag are not to be removed.
- \_\_\_ 10. Standing on chairs and tables is prohibited.
- \_\_\_ 11. Open flames are prohibited; sheltered small candles may be allowed with prior approval.
- \_\_\_ 12. Consumption of alcoholic beverages outside the confines of the hall is strictly prohibited.
- \_\_\_ 13. Use trash cans at all times, do not "breakdown" chairs or tables after the event, our clean-up crew will do that.
- \_\_\_ 14. Backroom area is limited to heating of already prepared food only.
- \_\_\_ 15. Use of the backroom area for preparation of raw or uncooked food is prohibited.
- \_\_\_ 16. A police detail may be required at the discretion of the Post.
- \_\_\_ 17. Rear Door is for **EMERGENCY EXIT ONLY**.

Renter's Signature: \_\_\_\_\_

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

**Discrimination Prohibited**

The Posts shall not engage in unlawful discrimination on the basis of race, color, national origin, creed, disability, sex, sexual orientation, or ancestry.