**Hall Rental Worksheet**

Date reservation taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Taken by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact information: Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated attendance: \_\_\_\_\_\_\_

**NOTE: Maximum capacity upstairs is 85 people**

Requested date of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Start time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event end time: \_\_\_\_\_\_\_\_\_\_\_\_

Cost of Hall Rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Hall deposit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will Post 7916 be catering? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If no, name of catering company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you be serving alcoholic beverages? Yes: \_\_\_\_\_\_ No: \_\_\_\_\_\_\_

* Post 7916 can provide beer and wine as part of its catering options

**NOTE: See Hall Rental Agreement for requirements that must be met in order to serve alcoholic beverages.**

Remarks or special instructions:

**Hall Rental General Information**

Rental fee (Includes use of tables and chairs).

 VFW Members of Post 7916: $300 for 4 hours

 VFW Members of another Post: $400 for 4 hours

 Non-VFW members $500.00 for 4 hours.

\*\*Special circumstance: $200.00 for 2 hours

 Each additional hour costs an additional $150.

A $200 security deposit is required to secure the reservation and will be held until completion of the event. Deposit will not be returned if cancellation occurs less than two weeks prior to the event.

Catering service will require a 50% down payment two weeks prior to the event and remaining payments are due on the day of the event.

If you serve alcoholic beverages, you **must** purchase a one-day banquet license from Virginia ABC. Details can be found at [www.abc.virginia.gov](file:///C%3A%5CUsers%5Chawki%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CDT548K4R%5Cwww.abc.virginia.gov). You may purchase the license online or at the Virginia ABC office located at 6308 Grovedale Dr., Alexandria, VA 22310-2551. Phone: (703) 313-4432; Fax: (703) 313-4444. Online purchases require a 10-day lead time.

You must provide a copy of your ABC license 7 days prior to the scheduled event.

All alcohol must be maintained and consumed inside the rental hall. Consuming alcoholic beverages outside the hall is a violation of law and will result in termination of the event. You are not allowed to sell your alcoholic beverages.

No weapons are allowed regardless of permit to carry.

**Optional services:**

Set up of tables and chairs: $100.00

Cleaning fee, to include storing of tables and chairs: $200

Tablecloths: vinyl free; cloth $10.00 per table

Upgraded Flatware & Utensils: $2.50 per person

Bartender fee: $35 per hour for a minimum of 4 hours

Appetizer Butler: $35.00 per hour

Chafing dishes: $15 per chafing dish and includes heating fuel