



Phillips-Kleiner VFW Post 5627 5
5051 Branchville Road
College Park, MD 20740
(301) 474-3512



HALL RENTAL PRICING, RULES AND REGULATIONS

We offer two different rental rates for the use of our hall. The rate that a rental customer is charged is based on a number of factors and is determined on an individual basis. Below are some basic guidelines

Economy Rate: This rate is usually reserved for smaller, daytime functions that do not require the use of the outdoor pavilion area and do not require extensive use of the kitchen and food storage facilities. Typically, the types of functions that qualify for the economy rate are baby showers, small luncheons, meetings, small wakes, etc.

The economy rate for hall rental is \$75.00 per hour for the first (4) four hours. For each additional hour after the first (4) four the rate will be \$50.00 per hour.

Regular Rate: This rate is usually reserved for any function that requires the Post to stay open past our normal closing time of 10:00 PM and/or includes the use of a DJ and dancing. This price gives the renter minimal use of the kitchen (food storage and serving) and access to the outdoor pavilion.

The regular rate for hall rental is \$100.00 per hour for the first (4) four hours. For each additional hour after the first (4) four the rate will be \$75.00 per hour. There is also an additional charge of \$75.00 for the bartender on duty.

Deposit: A \$75.00 deposit is required to reserve the hall 2 weeks prior to the rental date, along with a signed hall rental agreement (see page 2.) If your rental is cancelled less than two weeks before the rental date, your \$75.00 will not be returned to you. The full amount of the rental, including the bartender fee must be paid within two weeks prior to the rental date.

On the date of the rental your \$75.00 reservation fee converts to a cleaning deposit. The cleaning deposit will be returned to the renter upon clean-up after the function. It is the responsibility of the renter to make sure that the tables and chairs are cleaned off and put back where they were found, the floors are swept and that all trash is deposited in the available trash cans. **If the hall is not reasonably cleaned, the deposit will be forfeited.**

Rules and Regulations:

- ___ Renter(s) and guests are expected to abide by the rules of the Post concerning their conduct. The bartender is in charge at all times and guests that the bartender feels are out of hand will be asked to leave. **No one under the age of 21 is allowed at the bar at any time, and we ask that minors be kept out of the lounge area. Minors must be off the premises no later than 9:00 PM.**
- ___ **No alcoholic beverages may be brought into or on Post premises or property by renter(s) or guests (this is per State Law.)** Renter(s) and guests may purchase beer and liquor in the lounge, but we ask that they be consumed in the hall or outdoor pavilion so that members of the Post may enjoy their lounge. No beer or alcohol may be consumed outside of the building unless renter(s) and guests have requested the use of the pavilion behind the Post.
- ___ **Renter(s) and guests may not loiter or consume alcoholic beverages in front of the building or in the parking lots.**
- ___ **No live bands, Cabarets or Casino Nights.** DJ's are allowed, but music volume must be kept down enough as to not disturb our neighbors and music must end by 11:00 PM.
- ___ **All renters and guests must be off the property by 1:00 AM.**
- ___ **Any damage to the Post or Post property will be paid for by the renter(s).**
- ___ **Failure to comply with any of the rules and regulations above may result in the renters and guests being asked to leave and all paid fees will be forfeited.**



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HALL RENTAL AGREEMENT

RENTING PARTY'S INFORMATION

 Name:

 Home Phone:

 Address:

 Mobile Phone:

 City:

 Email Address:

 State:

Zip Code:

 Date and Time of Rental:

Deposit Received: Yes No

Quoted Rate for Hall Rental:

Deposit Amount and Payment Type:

 Post Representative (sign above)

 Renter One (sign above)

 Renter Two (sign above)

 Today's Date