

**VETERANS OF FOREIGN WARS POST 7110**  
**LOCATION - 600 PEACE AVENUE**  
**MAILING ADDRESS – P.O. BOX 310468**  
**NEW BRAUNFELS, TEXAS 78131**  
**830-625-9961**

(Revised 10/10//2023) Approved 10/23 Meeting  
**HALL RENTAL AGREEMENT**

**RENTER** \_\_\_\_\_ **& VFW POST 7110**

**VFW OR AUXILIARY MEMBER NUMBER** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EVENT DATE:** \_\_\_\_\_

1. All applications for reservations must be made through the Club Manager by the execution of a signed contract. No other agreements are valid, unless stated in writing on the contract and initialed by both parties and the required deposit made within seven (7) days of the application date to validate the reservation. Otherwise, the date will be canceled and made available to others. The required deposit will be one-half (1/2) of the total rental fee. The balance must be paid in full ten (10) working days before for the event.
2. Contracts are for a period of eight (8) hours, which includes the time for setup, decorating, caterer setup, band/DJ assembly. Any extension of this time will be at a rate specified in the schedule of charges. When security ends, the event will also end.
3. The Hall will be available for setup and decorating the day of the event, no earlier than 12:00 PM. The Club Manager must approve any deviation from this time. Normal decorating time is two (2) hours and caterer setup one (1) hour prior to event, decorations in the hall are at the discretion of the Club Manager and decorations, tables/seating arrangements shall not block any "EXIT", and must allow at least four (4) feet clearance side to side.
4. The front room of the building area (Canteen) is open to VFW/Auxiliary Members and their guests. ***Children under eighteen will not be allowed in this area without an adult. NO EXCEPTIONS.*** The Canteen will be open for all Hall rentals and will provide soft drinks, wine coolers, water, beer and setups at the customer's expense.
5. VFW POST 7110 will provide two (2) bartenders for five (5) hours during rental. There will be a charge of ten (\$10.00) dollars per hour for any additional hours needed.

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6. No outside beer, wine, wine coolers or nonalcoholic drinks are allowed in the Hall. No kegs or alcohol dispensing machines to include MIXERS allowed. These items and setups can only be purchased from the VFW canteen. No Liquor bottles are allowed on VFW premises.
7. Peace Officers must be present when a DJ is being utilized and/or over one hundred (100) in attendance. Two (2) Officers are required for a total minimum of (4) hours each. Security is coordinated by the local law enforcement and scheduled by the Club Manager. Payment for the Peace Officers is the responsibility of the renter(s) at the date of the event. If Peace Officers are not available VFW Post 7110 will provide an approved substitute at half the cost.
8. The VFW Club Manager will schedule the security for the event ahead of schedule but paid by the renter at the beginning of the event.
9. Security is not allowed to consume alcoholic beverages while on duty, and will be on duty for the last 4 hours of your event. NO EXCEPTIONS.
10. The use of the kitchen will be available with Hall Rental for a \$150.00 charge. (Kitchen rental does NOT include utilization or use of utensils or paper items)
11. The undersigned renter shall indemnify and hold harmless VFW Post 7110 and waive all rights against VFW Post 7110 for any and all claims, damages or losses to personal property any claims past, present, future whether known or unknown, personal injuries, injuries or sickness in connection with rental of the facility and arising out of any act and/or omission by the VFW Post 7110.
12. The Renter assumes liability during the event. The Renter assumes responsibility for repairs for damages to the building, furniture, or defaced property during the event. A damages deposit of \$200 dollars is required upon hall rental agreement completion, this deposit will be refunded 24-48 hours after the event. Customer walk through with the club manager is recommended prior to the event.
13. The following items are not allowed in the building when decorating: throwing or placement on tables of rice, birdseed, scattering of glitter, sequins, feathers or hay. There will be no ceiling decorations. Decorations on the side of white poles will be no higher than eight (8) feet when decorating and all must be removed to include adhesive, tacks, and any other applications used to secure decorations before departing the hall. This is subject to withholding deposit for damages.
14. Hall events cannot exceed more than 250 people. It is the responsibility of the renter to plan appropriately. Police and Fire Marshall will enforce city ordinance.

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15. Nonprofit and nonpolitical organizations can meet periodically in the hall and is a free service to the public; however, the organization must be approved by the Post annually and the schedule approved by the Club Manager. Donations are accepted, but not required. Organizations are not allowed to leave material, supplies or equipment after their meeting and must clean the area or make arrangements for cleanup. Organizations and individuals who rent hall as a fundraiser are required to have liability insurance at time of event. A cleaning deposit of 150 dollars is required. This will be refunded 24-48 hours after the event once approved by the club manager.
16. The Hall will not be rented for an event that is immoral, illegal, or offensive to the public or which may bring discredit to the Veterans of Foreign Wars and its POST 7110.
17. Members must show a VFW POST 7110 membership card when applying for rental. This includes auxiliary members as well. Members can only use the hall twice per calendar year at discount price. Members must be present at the event or lose the discount price.
18. No animals allowed in the building unless service animals. The owner of the service animal must present a certificate of verification to the bartender to be allowed inside the facility. The owner is liable for the animal at all times and the animal will not be left unattended.

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The Hall rental is based on an eight-hour (8) contract at \$800.00. Paid Life members at \$400.00 & other members at \$700.00. Clean up fees are included in all rentals.

The \$80 hourly rate is available for additional hours beyond the 8 hours agreed to.

Utilization of the kitchen will be a charge of \$150.00. This charge includes clean-up of the kitchen after use. BBQ Pit is available @ \$150 rental fee, includes \$50 cleaning fee. No wood or other fuels included

Security is \$320 for two officers for 4 hours. Otherwise VFW will provide a substitute the cost will be \$160 for 4 hours.

A refundable deposit Of \$200 is required to cover any damages that may occur during your rental period. Refund can be collected 48 hours after the rental date.

Funeral Reception Events are considered a community service to the public. Donations are accepted but not required. Recommended donation is \$200 to cover cleaning and staffing requirements.

*Renter shall be given a full refund of the deposit if the Reservation is canceled at least sixty (60) days prior to the event. If less than sixty (60) days, NO DEPOSIT will be returned. VFW POST 7110 retains the right to cancel any Hall rental due to circumstances beyond its control. If the VFW POST 7110 initiates the cancellation of a Rental contract, all deposits and fees shall be refunded to the Renting Party.*

HALL RENTAL	\$ _____
KITCHEN	\$ _____
SECURITY	\$ _____
BBQ PIT (\$150 IF USED)	\$ _____
Damage Deposit	\$ _____ \$200
BALANCE	\$ _____
DEPOSIT (1/2 RENTAL)	\$ _____
FINAL PAYMENT (10 working days before event)	\$ _____

I HAVE READ, UNDERSTAND AND COMPLY WITH THE PROVISIONS CONTAINED

WITHIN THIS AGREEMENT. Signature of Renter \_\_\_\_\_

Club Manager \_\_\_\_\_ Signed: \_\_\_\_\_ DATE \_\_\_\_\_

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**GENERAL INFORMATION**

RENTER OF THE EVENT \_\_\_\_\_

RENTER PHONE NUMBER: \_\_\_\_\_

RENTER SPOKESMAN (IF ANY): \_\_\_\_\_

RENTER (SECONDARY) PHONE CONTACT: \_\_\_\_\_

DATE OF THE EVENT \_\_\_\_\_

TIME OF EVENT FROM/START: \_\_\_\_\_ TO/END: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

NAME OF BAND OR DJ: \_\_\_\_\_

BAND OR DJ PHONE NUMBER: \_\_\_\_\_

NAME OF CATERER: \_\_\_\_\_

CATERER PHONE NUMBER: \_\_\_\_\_

PROJECTED NUMBER OF PEOPLE TO ATTEND. (Refer #14) \_\_\_\_\_

NOTES: