

# FRANCIS CANNON VFW POST 7589 RENTAL CONTRACT

For use of VFW Hall located at 9304 Centreville Rd., Manassas, VA

## APPLICANT INFORMATION<sup>1</sup>

Organization/Applicant: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ Alternate Contact: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

## RENTAL INFORMATION

Event Date: \_\_\_\_\_ Event Type: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Minimum 4 hour rental required for Saturday or Holiday nights.

## OFFICE USE ONLY

Room Rate/Hr.	Hours	Rental Fee	Payment Received	\$ _____	Date	_____
Minimum Rental						
@ \$100.00	_____	\$ _____	Payment: Cash	Credit	Check	MO
Additional			ID: _____			
Hours @\$75.00	_____	\$ _____				
Security Deposit		\$ _____	We will	will not	be serving alcoholic beverages.	
Additional Fees or Discounts		\$ _____				
(See Note)						
Total Fee		\$ _____	Security Deposit	Refund	\$ _____	Approved
Due at Rental		\$ _____	Date Refunded			By _____
Notes: Access time <sup>2</sup>	_____		Refunded By:	Mail		Check # _____
				To Be Picked up		

Use page 3 for additional notes.

Mail Payments to:

**VFW Post 7589**  
**P.O. Box 10206**  
**Manassas, VA 20108-0668**

I HAVE READ AND UNDERSTAND THE POLICIES AND PROCEDURES OUTLINED IN THIS CONTRACT. ALL INFORMATION PROVIDED IS TRUE AND ACCURATE.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
VFW Representative

\_\_\_\_\_  
Date

<sup>1</sup> Information provided herein will not be shared with any other party.

<sup>2</sup> Please call persons on the emergency contact list if you do not gain access within 15 minutes of your scheduled time.

# **FRANCIS CANNON VFW POST 7589 RENTAL CONTRACT**

*For use of VFW Hall located at 9304 Centreville Rd., Manassas, VA*

## **RULES & GUIDELINES**

**General:** We do not rent to persons under age 25. This facility is available for private use only and the renter is limited to invited guests only. No public events are allowed unless approved in advance by the VFW and so noted on this contract. Charging any admission fee is strictly prohibited. Renter or designated alternate(s) agrees be onsite throughout the duration of the rental. Minors are not allowed without adult supervision.

We accept certified checks, money orders, credit/debit cards and cash. Personal checks may be accepted up to 21 days prior to your event at the option of the VFW. Any returned checks are subject to a charge of \$35.00 plus all legal costs of collection, and may result in cancellation of your rental. A copy of a photo ID of the person signing this contract may be retained for verification purposes.

The possession of illegal substances or weapons on VFW property is strictly prohibited. There is no smoking allowed inside the building, including restrooms. Smoking is limited to the designated outside smoking area only. Private homes are located nearby and noise complaints may be filed with the police after 11:00 PM.

Microwave, refrigerator, dry bar and use of the sound system is included as part of the rental. There will be an additional charge of \$25.00 if the stove is used. Items owned by the Post such as disposable paper products (except toilet paper & paper towels), utensils, Bunn coffee maker, etc. are not to be used by the renter unless specified in your rental agreement. Unauthorized use of said materials will result in appropriate costs being withheld from your security deposit.

All decorations shall be fireproofed, installed to not damage the premises and be completely removed prior to leaving. Any use of tape, nails, thumbtacks, etc. on the walls is prohibited, as is the use of rice, birdseed, and confetti. Nothing shall be removed from the walls without prior consent of the VFW. Cleanup is the responsibility of the renter and must be completed immediately following your rental. Leftover food and beverages must be removed from the premises. Do not dispose of food in the kitchen sink as it does not have a garbage disposal. The flag disposal container located adjacent to the driveway is for disposal of worn flags only. Using it for trash disposal is serious disrespect of the American Flag and will not be tolerated.

All trash must be disposed of in the dumpster located at the rear of the parking lot. The trash receptacles located next to the driveway are private property and shall not be used by the renter. Cleanup of the parking lot and any outside areas used by the renter is the responsibility of the renter.

Parking is available on the premises and at Manassas City parking lots. Parking or congregating on Manassas Volunteer Fire Company property is not permitted unless the renter obtains their prior approval. VFW Post 7589 assumes no responsibility for any vehicle parked at Post 7589 or at any other property.

The renter may have up to one hour prior to rental time for set up and up to one hour after rental time to clean up. Additional setup time shall be negotiated with the VFW and may be subject to additional fee.

Renter agrees to be responsible for any damage to the premises or its material contents.

**Security Deposit:** A security deposit, based on the type of event you are holding, shall be paid at the time of contract signing. All remaining fees shall be paid by the time of access for your event. Unless approved by the VFW representative, additional charges of \$50 per hour or any portion thereof will apply if not paid at that time.

Additional security deposit will be required if alcoholic beverages are to be consumed on the premises during the period of your rental. A special event license is the responsibility of the renter and must be presented to VFW Representative at the time of access. It must also be prominently displayed during your event. A copy of the license will be retained by the VFW.

Visit <http://www.abc.state.va.us/licensing/banquet.htm> for information on obtaining a permit. Alcoholic beverages shall not be served to persons under 21 years of age.

**Cancellation:** The VFW reserves to right to retain your security deposit for cancellation within 30 calendar days of your event. In the event of inclement weather cancellation fees may be waived at the discretion of the VFW. Any form of misrepresentation by the renter(s) will result in forfeiture of the contract monies involved and the rental may be canceled at the discretion of VFW Post 7589.

**Violation of any provision of this agreement may result in the forfeit of your deposit.**

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Renter

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VFW Representative

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Date

