



VETERANS OF FOREIGN WARS POST 6859  
687 Forest Avenue, Portland, ME 04103  
(207) 773-8745  
[vfw6859lounge@gmail.com](mailto:vfw6859lounge@gmail.com)

**HALL RENTAL APPLICATION and CONTRACT**  
(see Terms & Conditions following)

**RENTER'S INFORMATION:**

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Are you a VFW member? YES or NO (if yes, please present VFW membership card)

**EVENT DETAILS:**

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

Time of Event: \_\_\_\_\_

# of Guests: \_\_\_\_\_

Type of Event (ex: birthday, wedding, military ceremony): \_\_\_\_\_

**PRICING & SECURITY/CLEANING DEPOSIT (CHECK ALL THAT APPLY):**

- ☐ \$150 – Hall Rental Fri/Sat Only, free other days based on availability (VFW member\* hosted event, member must be present)
- ☐ Free for member funerals
- ☐ Free for non-profits (some exclusions apply and must be approved by house committee)
- ☐ \$500 Hall Rental Only Fri/Sat, \$150 M-TH Hall Rental (Public rental, subject to house committee approval)
- ☐ \$50 Each additional hour over agreed time
- ☐ \$50 Use of Commercial Kitchen
- ☐ \$50 Additional Bartender (for groups over 25 people)
- ☐ \$1,000 Rental of entire first floor (includes Bar, Pool Room and Private Bartender)
- ☐ \$100 Kitchen Cleaning Deposit
- ☐ \$100 Member Security Deposit (will be returned if full compliance with agreement)
- ☐ \$500 Nonmember Security/Cleaning Deposit, (will be returned if full compliance with agreement)
- ☐ \$ (other charges, guaranteed early access to the hall, etc.)

## TERMS AND CONDITIONS

- 1. Memorial Hall Rental Charges:** All rentals will be for up to four (5) hours and \$50 per hour for each hour thereafter unless previously agreed.
- 2. Capacity:** The maximum capacity of the Hall for rental purposes is 100 persons; any rentals that exceed the 100-person capacity must rent the entire first floor and the capacity of the building cannot exceed 150 people. The House Committee may waive this requirement when it is in the best interest of the Post.
- 3. Reserving the Hall:** The date requested to rent the Hall will ONLY be reserved when a completed and signed Rental Agreement and Contract along with the required security deposit and hall rental charges have been received by VFW Post 6859 from the Renter who signed the Rental Agreement and Contract. Until that time, the desired date will be left open. No one under 21 years of age will be allowed to rent the Hall.
- 4. Return of Security Deposit:** The Renter is required to ensure that:
  - The Hall, kitchen and bathrooms are clean and in the same condition as when they arrived.
  - Gas stove is off.
  - No food is left in the kitchen (including the refrigerator), Hall or VFW Post 6859.
  - No decorations or supplies are left in the kitchen, Hall or VFW Post 6859.
  - The tables and chairs remain in the Hall.
  - All bar glasses, cans and bottles are returned to the bar.
  - All trash is disposed of in the dumpster in the parking lot immediately following their event.

If the above is not completed in a satisfactory manner, or the Renter chooses not to clean the Hall, kitchen and/or bathrooms and/or chooses not to return the tables and chairs to their designated locations, and/or bring all trash out to the dumpsters, the deposit will not be refunded. There will be no partial refund of the deposit.

**IMPORTANT** - Both the Renter and a VFW Post 6859 Representative must meet at the end of the event, inspect the premises together, and sign off at the end of this contract.
- 5. Payment in Full:** Rental charges and deposits are due at the time of booking. Payments and deposits made less than 14 days prior to event must be made with cash.
- 6. Cancellation:** Cancellation of the rental of the Hall made less than fourteen (14) days prior to the rental date will result in forfeiture of any amounts received (excluding the security or cleaning deposits) . In the highly unlikely event, VFW Post 6859 is forced to cancel the renter's event, this agreement may be terminated at any time prior to the rental date and the agreement shall become void and of no effect and any funds paid by the renter will be refunded. Renter will have no further claim against VFW Post 6859.
- 7. Furnishings:** The Hall can be furnished with chairs, round tables and/or long tables as needed and requested. It is the Renter's responsibility to set up the tables and chairs.

**8. Use of Kitchen:** Use of the kitchen is limited to the gas stove, refrigerator, sink and dishwasher. The renter agrees that VFW Post 6859 kitchen supplies are not to be used by the Renter, third-party caterers and/or any attendees of the function. Examples include, but are not limited to, boxes, towels, aluminum foil, plastic wrap, condiments, etc. The use of post dishes, silverware cutlery, pots and pans, etc. are allowed. **IMPORTANT:** No children under the age of 16 are permitted in the kitchen at any time. AND, PLEASE, DO NOT PUT ANY GREASE IN THE SINK!!

**9. Third-Party Catered Meals:** If any Renter desires food to be catered for the event, the House Committee Chairman or his/her agent must be notified at the time of the deposit.

**10. Alcoholic Beverages:** All forms of alcoholic beverages must be purchased from VFW Post 6859. All arrangements for the purchase of alcoholic and non-alcoholic beverages and special requests must be negotiated by the Renter and VFW Representative prior to the event and must be paid for in advance of the event. Renters, third-party caterers and attendees are NOT allowed to bring alcohol into the building, parking lot or any other areas. Also, the Renter is totally responsible for ensuring that no one under 21 years of age is provided or allowed to use alcohol. The renter is responsible for ensuring that no one leaves the event and drives intoxicated.

**11. Hall Decorating:**

- No VFW Post 6859 memorabilia will be removed unless specifically authorized and specifically agreed to in this signed document.
- No pushpins, no tacks, no scotch tape may be used to decorate the walls or mirrors.
- No light strips or other decorations may be attached to the floor.
- No trash or decorations of any type will be left in the hall after the rental. This includes confetti, balloons, party favors, general trash, food products, etc.

**12. Restrictions:**

- VFW Post 6859 has a NO Smoking Policy and a NO Firearms/Weapons Policy.
- No illegal drugs are permitted on the premises.
- The renter is responsible for ensuring that there is no excessive noise in the parking lot or outside the facility.
- Children must be **supervised** at all times throughout the rental, to include the hall, lounge area, and outside areas of the Post. By Maine State law children are not allowed in the bar area without their parents or legal guardian.

**13. Tabs:** All event tabs will incur a tip charge of 20%.

**14. Representation:** A representative from the VFW Post 6859 will be in the facility during all events. This representative is responsible and authorized to ensure Post rules are followed.

**15. Special Requests/Instructions (ex: flags, drink specials, need to decorate early):**

---

---

---

---

**This is a release and waiver. Read it carefully before signing it,**

My signature certifies that I have read the conditions as set forth by the Veterans of Foreign Wars, Portland, Maine Post 6859 governing the use of the space specified above; that I will take full responsibility for ensuring that that use of these facilities/area by the organization/group I represent is in full adherence and compliance with these conditions; that I will hold the Veterans of Foreign Wars Post 6859 harmless of any damage for personal injury or death, damage to or loss of property incurred in the use of these facilities/area; that if there are any minors in the group using the facility/area, I will accept full responsibility for them throughout the period covered by this application permit.

**I HAVE READ THE CONTRACT DETAILS, TERMS AND CONDITIONS AND WAIVER CAREFULLY. I UNDERSTAND AND ASSUME THE RISK INVOLVED. BY SIGNING, I GIVE UP MY RIGHT TO SUE.**

Renter (print name) \_\_\_\_\_

Renter (signature) \_\_\_\_\_

Date \_\_\_\_\_

VFW Representative (print name) \_\_\_\_\_

VFW Representative (signature) \_\_\_\_\_

Date \_\_\_\_\_

---

**PAYMENT SUMMARY:**

\$ \_\_\_\_\_ (TOTAL CHARGES FROM PAGE 1 \_\_\_\_\_ by CHECK, CASH, VENMO)

\$ \_\_\_\_\_ (SECURITY DEPOSIT, DATE PAID \_\_\_\_\_ by CHECK, CASH, VENMO)

\$ \_\_\_\_\_ (BALANCE, DATE PAID \_\_\_\_\_, by CHECK, CASH, VENMO)

\$ \_\_\_\_\_ (ANY ADDT'L FEES, DATE PAID \_\_\_\_\_, by CHECK, CASH, VENMO)

*Please make checks payable to Deering Memorial VFW Post 6859*

**END OF EVENT INSPECTION AND SIGN OFF:**

**Checklist:**

- ☐ Gas stove is off.
- ☐ No food left in the kitchen, refrigerator, Hall, etc.
- ☐ No supplies left in the kitchen, Hall, etc.
- ☐ Trash is disposed of in dumpsters.
- ☐ Hall, kitchen and bathrooms are clean.
- ☐ No trash, food, party favors, etc. left behind.
- ☐

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Renter (print name) \_\_\_\_\_

Renter (signature) \_\_\_\_\_

Date \_\_\_\_\_

VFW Representative (print name) \_\_\_\_\_

VFW Representative (signature) \_\_\_\_\_

Date \_\_\_\_\_

**HALL COORDINATOR SECURITY DEPOSIT** Unless the renting party receives notice of damage all deposits will be returned within 30 days of the event.

\$ \_\_\_\_\_ (DEPOSIT(S) RETURNED, DATE PAID (in cash) \_\_\_\_\_ )