

CELLPHONE: (    )    -

**VFW POST 7925**



**FAIRFIELD, NJ  
HALL USE AGREEMENT**

I, \_\_\_\_\_ OF \_\_\_\_\_  
**FULL NAME** **HOME ADDRESS**

Agree to use the rental hall at VFW Post 7925 on \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
**DATE OF EVENT** **TIME**

**IN FULL ACCORDANCE WITH THE HOUSE RULES SET FORTH BELOW AND THE ADDITIONAL INFORMATION SHEET THAT HAS BEEN PROVIDED TO ME IN EITHER PHYSICAL OR IN ELECTRONIC FORMAT.**

1. Hall rentals are 4-hours and must commence and end at the time listed above. I understand that any additional time must be requested in advance of the event and will be billed at \$50.00 for each additional hour. Rentals must end at 10:00pm. **There are no exceptions.**
2. Tables and chairs are set up by renters and must be returned to its original place in the hall at the end of your event.
3. Decorations must be hung by scotch tape or painters tape. No adhesive, nails, staples or industrial strength tape can be applied to walls or tables. **No confetti, glitter or smoke machines. It is your responsibility to ensure your DJ or decorator complies with this.**
4. A representative of the VFW will be on the premises to assist with any needs during your event. If decorations, catering, DJ equipment or other equipment needs to be set up or dropped off prior to your event, a \$25.00 per hour fee will be assessed.
5. The kitchen, if available, may be used to store food/drinks, and an oven to keep food warm. The stove top may not be used for any reason. Any kitchen utensils that belong to the VFW must be properly cleaned if used.
6. If you or a caterer uses the kitchen for food prep, the kitchen must be cleaned prior to the end of your event.
7. Fire exits may not be blocked. Fire extinguishers may not be blocked or tampered with.
8. Parking is only allowed in marked spots.
9. Payment in full is to be made before or during your event. Any additional charges will be tallied to the balance due.
10. The undersigned agrees to be responsible for any and all damages, to be liable for anything and everything whatsoever which may arise from, or out of said use in and about said premises, and keep and hold harmless VFW Post 7925, its Officers and members there from.

IN AGREEMENT TO ABOVE: \_\_\_\_\_  
**SIGNATURE** **DATE SIGNED**

APPROVED \_\_\_\_\_  
**VFW REPRESENTATIVE** **DATE SIGNED**

**USE FEE:**            \$ \_\_\_\_\_            **ADDITIONAL FEES:** \$ \_\_\_\_\_

**LESS DEPOSIT:**    \$ \_\_\_\_\_            **BALANCE DUE:** \$ \_\_\_\_\_