

VFW POST 7925



FAIRFIELD, NJ

THANK YOU!

Thank you for holding your event at our VFW Post. By renting our facility you help our VFW continue to support both our Veterans and local community. We realize you have other choices of banquet halls, so we appreciate your patronage.

Kindly review this document which has important information you need to know as well as answer some questions that you may have.

ADDRESS

45 Plymouth Street
Fairfield, NJ 07004
(973) 227-9600

HOURS OF OPERATION

Wednesday & Friday Evenings
6:30pm - 9:30pm

EMAIL/SOCIAL

rentals@vfwpost7925.org
FB: VFW Post 7925
IG: @vfwpost7925

HALL INFORMATION

Hall Dimensions: 40' x 48' (1,920 sq.ft.)

Dance Floor Dimensions: 18' x 23' (414 sq.ft.)

Rectangle Tables: (14) 8' x 32"

Circular Tables: (13) 60"-63" diameter

Chairs: 110

RENTAL INFORMATION

- Hall rentals are for four (4) hours. At no cost, we provide an additional hour prior to your event for you to set up any tables and chairs you will use and an hour after the event, to return the table and chairs.

Additional Time

Additional time for setup is \$25.00 per hour. Additional time for events is \$50.00 per hour. All events MUST end prior to 11:00pm.

- Included with the rental is full use of the kitchen. Due to insurance mandates, guests are not allowed to cook food on the stove top. However, guests may use the oven to heat trays of food. Food not in enclosed trays are not allowed to be placed in the oven.
- The refrigerator is available for use. We also offer a stand-up freezer for the storage of bags of ice. If you have any item of food such as a sheet cake or tiered cake that does not fit in the household refrigerator, we have a bar cooler that may accommodate your oversized item.
- We are a non-smoking facility. Guests are not allowed to smoke or vape anywhere inside our facility. Please use the smoking receptacles in front of the building to smoke.
- We offer a 9' rolling bar for your use. There are shelves behind the bar to store your drinks and drink supplies. For an additional charge, we offer bartending services for your event. Please ask us for additional information.

Bar in VFW Member Area

The bar outside of the banquet area is for VFW members ONLY. We cannot serve alcohol or any beverages to your guests during your event.

- Please do not use any staples, nails or industrial strength adhesives/tape when placing decorations on the walls. All tape must be carefully removed off the wall when you remove your decorations. Please consult with us if you or your decorator are planning to hang anything on the ceiling or adhere anything to the walls beyond normal decorating.
- **There is absolutely no glitter or confetti of any kind whatsoever.** We cannot stress this enough. It is your or your decorator's responsibility to ensure no glitter or confetti is brought into the facility. **A \$200.00 cleaning fee will be assessed if glitter or confetti has to be cleaned up after your rental.**
- During the colder months, we can provide a patio heater or fire pit for our outdoor patio for an additional charge. Please let us know if you would like this option for your event.
- If you have a color theme of your event, our outdoor LED lights can match a theme. Please let us know if you would like us to display a particular color outside of our building.