

PRIVATE PARTY RESERVATION FORM

Hall Rental Fee - \$200.00 - Cleaning Fee \$100.00

\$200.00 TO Be Paid at Time OF Booking

DATE OF INQUIRY: _____

DATE OF EVENT: _____ TIME OF EVENT: _____

NAME AND ADDRESS OF THE ORGANIZATION OR THE INDIVIDUAL IN CHARGE OF THE EVENT:

NAME: _____

ADDRESS: _____

MEMBER NUMBER: _____ AFFILIATION: _____

TELEPHONE NUMBER: _____

TYPE OF EVENT: _____

APPROXIMATE NUMBER OF GUESTS ATTENDING: _____

IF LIQUOR OR BEER IS NEEDED, A BARTENDER WILL BE REQUIRED FOR YOUR PARTY. (\$10.00 per hour). IF A BARTENDER IS NOT PRESENT NO LIQUOR OR BEER MAY BE TAKEN FROM THE DOWNSTAIRS CANTEEN TO THE UPSTAIRS.

LIQUOR REQUESTED: YES NO Specific Requests: _____

BEER REQUESTED (Kind and Size): YES NO KIND _____

SODA NEEDED: YES NO

DO YOU WANT US TO CLEAN: \$100.00 YES OR NO (PLEASE CIRCLE ONE)

CATERING BY THE AUXILIARY: YES OR NO (PLEASE CIRCLE ONE)

IF CATERING IS NOT DONE BY LADIES AUXILIARY, THE TYPE OF FOOD THAT YOU WILL HAVE AT EVENT: _____

AMOUNT DEPOSITED: (\$50.00 REQUIRED): _____

I AGREE TO THE ABOVE AND WILL BE PRESENT AT THE VFW ALL DURING THE ENTIRE PARTY TO INSURE THAT ALL REQUIREMENTS ARE OBSERVED. SIGNATURE OF THE PERSON IN CHARGE OF EVENT:

Signature

IF YOU NEED YOUR EVENT CATERED, PLEASE CONTACT JANEY KOPP @ 717-225-3410, KATHY DECARLO @ 717-528-0020 or LINDA HERMANSEN @ 717-528-4762.

APPROVED BY B.O.D. _____

Private Party Reservation Guidelines

By the order of Directors at the Richard J. Gross Post #8896 In East Berlin, We, the undersigned, hereby agree to the following requirements for the rental of the VFW hall.

1. Once the hall is rented, it is yours for the hours of operation of the Canteen.
 2. The undersigned and the Bartender on duty will be responsible to ensure that NO MINORS are served or given ALCOHOLIC BEVERAGES!
 3. If you have not requested alcohol to be served at your event and there is not a bartender on duty at your event you may purchase alcoholic beverages in the canteen DURING your event but they must be consumed in the canteen. NO ALCOHOLIC BEVERAGES MAY BE TAKEN UPSTAIRS FROM THE CANTEEN. ALL ALCOHOL MUST BE CONSUMED IN THE CANTEEN.
 4. NO ALCOHOLIC BEVERAGES MAY BE CARRIED IN OR OUT OF THE VFW. (NO ALCOHOL ON OUTSIDE PATIO). All liquor and beer must be purchased from the VFW. Please let management know in advance if any alcohol is needed for your event.
 5. No outside catering is permitted. The ~~Ladies~~^{VFW} Auxiliary will be happy to prepare your meals if needed. (See sample menu attached). If the ~~Ladies~~ Auxiliary is not available, please see the bar manager.
 6. The undersigned person shall be responsible for damages to the premises and furnishings during the rental of the Hall.
 7. Set up is the responsibility of the party renting the Hall. You may set up prior to the date you are renting the Hall, if no other event is scheduled. Use the chair carrier to move all chairs. Please DO NOT SLIDE the chairs or tables across the hardwood floors.
 8. During the time of your scheduled event, please DO NOT HAVE THE MENTAL DOUBLE DOORS OPEN. The doors are for emergency use only.
 9. All decorations MUST be taken down along with the tape, tacks, etc.
 10. Clean up is the responsibility of the party renting the Hall unless you have paid us to the clean up. If you are doing clean up place your garbage in the dumpster located in the corner of the rear parking lot. This also includes the two restrooms. Return all tables and chairs to the storage area. Please use the chair carrier. Do NOT SLIDE the chairs on the hardwood floor.
 11. The BINGO equipment is not part of the hall rental. PLEASE DO NOT MOVE OR USE THE BINGO EQUIPMENT for any hall rental activities.
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VFW HALL CHECK OFF LIST

- _____ 1. All trash must be placed in the proper containers and deposited in the outside dumpster (in our parking lot). This includes the two restroom garbage.
- _____ 2. Furniture must be returned to where it was found, unless authorized by the manager or B.O.D.
- _____ 3. Floors must be swept and all spills must be mopped.
- _____ 4. Restrooms must be swept, any accidents must be cleaned up, all toilets & urinals must be flushed. Don't forget to empty the restrooms trash.
- _____ 5. All decorations, furnished by renters, must be removed.
- _____ 6. You must check in with the BARTENDER downstairs to recheck everything, pay your bill & to lock up.

Signature of person responsible _____

Signature of person inspecting _____

BANQUET ROOM PRICE LIST

BANQUET ROOM RENTAL FEE	\$200.00
MINIMUM DEPOSIT	\$50.00
¼ KEG OF BEER (bartender required)	\$100.00
½ KEG OF BEER (bartender required)	\$160.00
LIQUOR (CASH BAR WITH BARTENDER ONLY)	\$3.00 PER RAIL
DRINK	
WINE (bartender required)	\$3.25 PER GLASS \$30.00 PER BOTTLE
BARTENDER (PAID IN CASH AT THE END OF THE FUNCTION)	\$10.00 AN HOUR
SODA – UP TO 50 PEOPLE \$25.00 (THIS PRICE INCLUDES FREE REFILL)	
CLEAN UP	\$100.00