



73R New Shackle Island Road, Hendersonville TN 37075  
Post 615-824-9851 Lounge 615-824-6976

**Hall Rental Information and Contract**

**Hall Rental Fee** is \$500 per day and a \$400 **Cleaning Deposit** – the deposit is reserve for any excessive cleaning or damage to facilities, refunded after inspection is made of premises (inside and outside). A \$200 **Reservation Deposit** (non-refundable) is required to reserve the hall – remaining rental balance required 7 days prior to the event.

**Kitchen Facilities** are available for use - \$50 fee per day.

Admittance to the hall will be **11:00 AM** the day of the event and vacated by **12:00 midnight**. Tables/Chairs may be rearranged and should be returned to their original position. Decorations (hanging decorations are **not** allowed) must be removed, tables cleaned off. **No confetti** (either inside or out) or **marking of the floors** with any substance is allowed. Removal of plaques or pictures from the walls or mantle is **NOT** allowed except by authorized Post personnel. The Bar Area, Auxiliary Room, and outside facilities are **off limits** to renter or guests. No Smoking is permitted except where specified outside the building.

Reminder: Renters are responsible for proper care of facility and conduct of their guests. **There are no exceptions.**

**Any and all** alcoholic beverages on Post property **MUST** be purchased from the Post, **MUST** be served by a licensed Post bartender and **MUST** remain inside the building – An additional \$75 charge for 4 hours per bartender is required. **TENNESSEE LAW PROHIBITS ALCOHOL TO BE BROUGHT IN OR REMOVED FROM THE BUILDING BY RENTER OR GUESTS.** If violations occur, the event can be terminated and everyone will be required to vacate the property without recourse. Champagne Glasses need to be furnished by renter. Bottle Beer Only! Questions should be directed to the Lounge Manager.

Rental Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

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

Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Rental Charges:	Hall Rental	\$ _____
	Cleaning Deposit	\$ _____
	Kitchen Rental	\$ _____
	Bar Service:	\$ _____
	Deposit	\$ _____
	Remaining Balance:	\$ _____

**Agreement:**

I have read the above and agree to comply with the terms, fees, and conditions.

Renters Signature \_\_\_\_\_ Date \_\_\_\_\_

VFW Rental Officer \_\_\_\_\_