



VETERANS OF FOREIGN WARS OF THE UNITED STATES

CURRY DYSON VFW POST 3514
323 EAST MAIN ST, UNIONTOWN, PA 15401
email: uniontownvets@cdvfwpost3514.org
(724) 438-7015 or 724-438-1924 (Office)

POOGIE CARTER HALL RENTAL AGREEMENT

1. SCHEDULE OF FEES:

- a. ACTIVE DUTY MILITARY..... \$100.00 _____
- b. NON-MEMBERS AND SOCIAL MEMBERS..... \$150.00 _____
- c. FULL KITCHEN USAGE (YOU COOK)..... \$100.00 _____
- d. MICROWAVE ONLY..... \$10.00 _____
- e. REFRIGERATION ONLY.....\$20.00 _____
- f. BARTENDER.....\$75.00_____
- g. SECURITY FOR THE FIRST 5 HOURS \$175.00 _____ ANYTHING AFTER THAT IS \$25.00 AN HOUR
- h. CLEANING DEPOSIT..... \$75.00 _____

_____ CLEANING DEPOSIT WILL BE RETURNED UPON SATISFACTORY INSPECTION – INSPECTION WILL OCCUR NO LATER THAN 24HOURS

TOTAL: \$ _____ DEPOSIT:\$ _____ BALANCEDUE:\$ _____

2. KITCHEN ACCESS:

- a. The kitchen occupancy will be no more than 4 people at any time for safety.
- b. No children under the age of 16 are permitted in the kitchen at any time.
- c. No alcoholic beverages may be consumed in the kitchen at any time.

3. DECORATIONS / SUPPLIES:

- a. Poogie Carter Hall will be presented in a clean state prior to your event.
- b. Decorations and supplies are the responsibility of the renter unless otherwise specified in an addendum attached to this agreement.
- c. The Post will provide tables, chairs, cleaning supplies and trash receptacles and trash bags.
- d. Access time for decorating is permitted during normal business hours with prior notice.
- e. All decorations “set-up” must be completed within 24 hours of the event and “teardown/clean-up” of the facilities must be completed within 24 hours after the unless otherwise notified due to scheduling conflicts.

4. FOOD AND BEVERAGE:

- a. You may bring in food from outside vendors, or you may choose to have the VFWcater for the event (prices and services listed in the attached addendum, if applicable).



VETERANS OF FOREIGN WARS OF THE UNITED STATES

CURRY DYSON VFW POST 3514
323 EAST MAIN ST, UNIONTOWN, PA 15401
email: uniontownvets@cdvfwpost3514.org
(724) 438-7015 or 724-438-1924 (Office)

- b. No outside beverages may be brought into the Post without prior written approval of the Post commander. The only exception to this restriction is that iced tea or lemonade beverages may be brought to the Post. Coffee, soft drinks, bottled water, or alcoholic beverages will be purchased through the Post Canteen. You may also choose to have a private bar/service station (a separate private bar/station addendum will be attached to this agreement).
- c. Packaged alcohol (i.e. wine/liquor) presented as a gift is permitted so long as it remains unopened, placed on a designated table, and is not be consumed on the VFW Post property. At no time shall ANY alcoholic beverages be consumed outside of designated areas. Please consult with the Post Canteen manager to identify these designated consumption areas for your event.
- d. Alcohol will not be provided to guests under 21 years of age.
- e. Any special beverage requests, such as keg beer, specialty alcohol brands, etc., must be requested and approved at least one week in advance of the event. There may be a surcharge for such items, as provided in an attached addendum to this agreement, if applicable.
- f. Guests are not permitted to serve any alcoholic beverages. Canteen Staff must conduct the service of alcoholic beverages. NO EXCEPTIONS.

5. RESTRICTIONS ON FACILITY USE AND DEPOSIT REQUIREMENT:

- a. Poogie Carter Hall may be closed off and kept private, as mentioned above, concerning service of food and beverages.
- b. Should VFW Post officers require access to the office during your event, they will use due care to avoid disturbing your event.
- c. Smoking or vaping is only permitted outside VFW Post buildings. Guests will use appropriate disposal receptacles for cigarettes or cigar butts.
- d. No one under the age of 18 may remain on the premises after 10:00 p.m.
- e. Poogie Carter Hall reservations will be accepted and booked upon receipt of a \$50.00 deposit. The rental agreement will not be deemed final until payment in full is received within 24 hours prior to the reserved date. The reserved guest may also be required to submit an additional deposit or adhere to an accelerated payment schedule in accordance with the catering addendum, if applicable. It is therefore agreed, by _____ (print name), that you have reviewed the terms and fees associated with this agreement; that you will comply with all items specified herein and to any attached addendum, if applicable; and that the hall shall be secured for your use on _____ day of _____, 20____, from _____ am/pm to _____ am/pm. _____ (signature / date)



VETERANS OF FOREIGN WARS OF THE UNITED STATES

CURRY DYSON VFW POST 3514
323 EAST MAIN ST, UNIONTOWN, PA 15401
email: uniontownvets@cdvfwpost3514.org
(724) 438-7015 or 724-438-1924 (Office)

GUEST CONTACT INFORMATION:

(NAME) _____ (PHONE) (ALT PHONE) _____
STREET ADDRESS, CITY, STATE, ZIP _____
EMAIL ADDRESS _____
EVENT DATE: _____ SET UP DATE/ TIME _____ EVENT START _____
EVENT END TIME: _____ DECORATION REMOVAL DATE/TIME _____

REMARK/COMMENTS:

Requested Bartender: _____

Requested DJ: _____

YOU MUST HAVE CERTIFIED SECURITY ON THE DOOR: _____

If you are having your event catered, you must make sure the VFW is notified to plan for set up time and date: _____

Other Comments:

SIGNATURE: _____ /DATE: _____

CANTEEN MANGER OR BOARD MEMEBERS