



*Veterans of Foreign Wars of the United States*  
*Paul-Lockhart Post 6187*  
 130 Presque Isle Street  
 Fort Fairfield, ME 04742



## **Hall Rental Agreement**

Date:

Name of party or organization:

Person representing organization:

Address:

Telephone:

Rental Fee:

Facilities Used?      No      Bar      Kitchen

Approximation number of guests:

Event Title:

Date of Event:

Time:              To:

Date of advance payment:

Amount:

Date balance paid:

Amount:

Date of cancellation:

Party renting will pay \$50.00 in advance. This will guarantee reservation of event. If the event is cancelled within fourteen (14) days after advance payment, money will be refunded. If cancellation occurs five (5) days before the event, money will be forfeited. Remaining rental fee will be paid **BEFORE** day of event.

If the party wishes to decorate hall, no scotch tape, thumbtacks, nails, staples, etc., will be used on walls or ceiling. Decorations may be hung from grid work of ceiling with paper clips only. No physical property of the Post will be removed without prior consent. *(Party may decorate hall the evening before from 7:00 p.m. to 9:00 p.m. provided the hall is not in use.)*

If the meal is to be catered, or kitchen facilities are to be used, party **MUST** make arrangements with the **President of the VFW Auxiliary**. *(Kitchen may otherwise be used for storing food only.)*

Party will be responsible for any damage to the building and its contents. Party will provide a person at the door to allow into the event only those invited and will be responsible for the action and conduct of their guests at all times.

Signature of person or organization renting hall:

Signature of person representing Post 6187:

To email completed forms to the VFW direct: [CLICK HERE](#). Alternatively, you can save this form and manually email to [quartermaster6187@gmail.com](mailto:quartermaster6187@gmail.com) and [dmlpml@hotmail.com](mailto:dmlpml@hotmail.com).