Edinboro-McKean VFW Post 740

 10613 Route 98 Edinboro, PA 16412

Phone 814-734-2797

 Fax 814-734-6447

**V.F.W POST 740 CONTRACT AGREEMENT**

The following contract is made between The Edinboro-McKean VFW Post 740 10613 Route 98 Edinboro, PA 16412 and the undersigned Responsible Party for the use of our Banquet Facility on the agreed date.

1. Room Rental Fees: Banquet Room - $250.00 + Small dining $325.00 Non Smoking (small dining) - $125.00 Pool table room - $125.00 Pavilion - $200.00
2. A deposit of $75.00 is required at the time of confirmation of the reservation date. The date will only be held for this function after deposit is paid.
3. Cancellations made more than 60 days prior to your party will be refunded the $75.00. Cancellations received less than 30 days prior to the event will result in the contract signee being liable for the estimated cost of the function, as shown on the event contract. All cancellations must be communicated to the Events Coordinator.
4. NO LIQUOR MAY BE BROUGHT ON OR REMOVED FROM THE PREMISES. **NO BEVERAGES MAY BE TAKEN OUTSIDE OF THE BUILDING**. NO PERSONS UNDER 21 YEARS OF AGE WILL BE SERVED ALCOHOL. ANYONE WANTING TO DRINK ALCOHOL MUST HAVE PROOF OF ID OR THEY WILL NOT BE SERVED. IF A PERSON UNDER THE AGE OF 21 IS CAUGHT DRINKING ANY ALCOHOL, HIS/HER DRINK WILL BE REMOVED AND HE/SHE WILL BE ASKED TO LEAVE THE PREMISES. THE MANAGEMENT AND STAFF OF THE VFW POST 740 RESERVE ALL RIGHTS TO DISCONTINUE ALCOHOL CONSUMPTION TO ANY INDIVIDUAL WHO GIVES THE APPEARANCE OF BEING INTOXICATED. IF THE FUNCTION GETS OUT OF CONTROL DUE TO EXCESSIVE DRINKING OF ALCOHOL, THE VFW POST 740 RESERVES ALL RIGHTS TO CLOSING THE BAR AND ENDING THE FUNCTION.
5. The VFW Post 740 does all the catering in our banquet room. Cookies, cakes, chocolates, chips, pretzels, and favors are allowed to be brought in.
6. We require that you inform us 10 days prior to your function of the number of guests that will be attending. This information should be given to the Events Coordinator and no one else. This will be considered your final count for your function and will determine the amount of food prepared and the number of plates that you will be charged for.
7. The quoted price per plate for this affair is , **PLUS** 6% for sales tax and 20% gratuity.
8. Linens or plastic table coverings can be ordered for an additional cost. Full payment is required the day of the function, WITHOUT EXCEPTION.
9. The VFW is not responsible for the return or condition of any rented items you have contracted/purchased for the event. (Ex. Floral pieces, cake stand, decorations, etc.….)Everything you bring into the building is your responsibility. These items must be removed from the building that night. One can make special arrangements with the Manager if need be.
10. There is NO SMOKING inside the building.
11. All parties are limited to a total of 5 hours usage of the banquet room.
12. **All final totals will include 6% sales tax and a 20% Gratuity.**

You, as the undersigned responsible party of the contract agreement, must maintain control of all invited guests. Children must be kept inside the Banquet Room unless accompanied by an adult. You are liable for any damages done to the building/ property of the VFW.

 We, the undersigned, agree to the conditions of this contract agreement.

**Responsible Party Banquet Coordinator**

**Date Date**

**Deposit Amount**