

Edinboro – McKean VFW Post 740  
10613 Route 98 Edinboro, PA. 16412  
Phone (814) 734-2797  
Fax (814) 734-6447

Function Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Time: From: \_\_\_\_\_ To: \_\_\_\_\_  
Approx. # of People: \_\_\_\_\_

## 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 the Banquet Facility on the agreed date.

1. 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.
2. Cancellations received more than 60 days before the function is scheduled will not result in any liability other than forfeiture of the deposit. Cancellations received less than 60 days before 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 Club Manager.
3. There is a \$75.00 cleanup fee. We also have a NON-Smoking room that can be rented for \$50.00. The NON-Smoking room can hold around 35 people comfortably.
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 room will be available one hour before the stated contract time and one hour after the stated contract time. The additional time can be requested per the manager. The Lessee also agrees if the function continues past four hours, the following applies: An additional \$75.00 room charge will be added to every hour over the four hour period.
6. No food may be brought into our establishment without prior consent of the Manager.
7. We require that you inform us ONE WEEK prior to your function of the number of guests that will be attending. This information should be given to one of the Managers or the Banquet 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.
8. There is a \$40.00 charge for a bar to open during your event for (75 people or less) or \$60.00 charge for (76 people or more). This allows unlimited draft soda, coffee, and hot tea during your party.
9. The quoted price per plate for this affair is \_\_\_\_\_, plus 6% for sales tax and 20% gratuity.
10. Linens can be ordered for an additional cost. There are many colors to choose from. Linen Napkins: \$.75 White & \$.85 Color, Table Linen: \$10.75 per table, Skirting: \$2.25 per foot. Plastic table coverings: \$5.00 per table.
11. All parties are set up by our employees. All tables are set with china and silverware (unless otherwise specified). You will be responsible for any additional items brought in.
12. Wedding Receptions: You will be responsible for cutting and serving all wedding cakes. There will be an additional charge of \$30.00 if the kitchen staff is asked to cut or serve the wedding cake.
13. 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.
14. Full payment is required the day of the function, WITHOUT EXCEPTION.
15. 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.
16. The VFW has a Wedding Arch that can be rented for \$25.00. Table mirrors are also available to rent for \$10.00.
17. There is NO SMOKING during your function inside the building.

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 & Post Manager**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Deposit**

\_\_\_\_\_  
**Cash/Check/Charge**

\_\_\_\_\_  
**By Whom & Date**