



**VETERANS of FOREIGN WARS of the UNITED STATES  
VFW POST 3103**

2701 Princess Anne Street  
Fredericksburg, VA 22401

**Open by Appointment Only – [VFW3103@GMAIL.COM](mailto:VFW3103@GMAIL.COM)**

<b>VFW POST 3103 Hall Rental Rates</b>		
<i>(All fees are by the hour. Any portion of an hour will count as a full hour.)</i>		
	<b>Deposit*</b> (In addition to rental fee)	<b>Rental Fee</b>
Large Hall	\$300	\$100/hour
Large Hall with Kitchen Access	\$500	\$100/hour
Large Hall with Alcohol	\$300 <b>PLUS \$200 Admin Fee</b>	\$100/hour
Large Hall with: - Kitchen Access - Alcohol	\$500 <b>PLUS \$200 Admin Fee</b>	\$100/hour

**\*Deposit fees are refundable within 30 days of the event completion, barring no problems with rental.**

\*\*Large Hall occupancy by building code is 119 people.

\*\*Large Hall will accommodate up to 15 tables and 99 chairs

\*\*Small Hall occupancy by building code is 80 people.

VFW Post 3103 reserves the right to increase deposits and rental rates determined by event types or of previous renters who have had deposits held. Groups that leave early will not receive a pro-rated refund on unused portion of rental time.

## LESSEE RESPONSIBILITIES

- a) Rental deposit is due within 5 business days after approval and invoice. All other fees must be paid at least two weeks prior to rental date. Failure to do so will result in loss of reservation and forfeiture of rental deposit.
- b) An inspection will be performed before and after each event by Post staff and lessee.
- c) Rental fee includes use of the specific areas rented during the allotted time, access and egress via the VFW Building lobby, use of public restrooms, use of the VFW's tables, chairs, and audio-visual equipment (if available). The lobby area is for access and egress only; it is not to be decorated nor used as a congregation site for attendees to the event sponsored by the lessee.
- d) Lessee of the facility **may** be required to obtain a comprehensive liability policy in the amount of at least \$100,000 in effect the date(s) of facility use, a copy of which is to be submitted to the office 2 weeks prior to rental. This will not be required for business meetings or other passive activities.
- e) Insurance policies are necessary for any lessee that will be bringing in personal equipment/alcohol. DJs are also required to have insurance for any event which takes place within the VFW Building.
- f) Lessee is responsible for the set-up of tables and chairs, which will be provided and available in the room reserved.
- g) Trash from the rented room(s) should be picked up, bagged, and placed in trash cans outside the patio fenced area. Fenced area needs to remain locked just as the building is locked to prevent trespassers.
- h) The floor should be void of all major spills and trash. Please see Post staff for broom/mop to be used.
- i) Tabletops should be clean and wiped down if appropriate. The tables should be in good working condition.
- j) Streamers and other decorations may be put up, provided they are taped to the molding or windowsills, and are to be removed after the rental. ABSOLUTELY NO thumbtacks or tape on the walls. NO hanging anything from the ceiling.
- k) Bathrooms should be left neat and orderly.
- l) Lessee shall be responsible for payment for damages to the property and the equipment of VFW Post 3103, exclusive of ordinary wear and tear.
- m) No balloons allowed unless weighted down.
- n) The existing Post decorations and property shall not be removed from the walls or rooms without coordination/approval of VFW Post 3103 staff.
- o)

## GENERAL RENTAL POLICIES

- a) There is **NO smoking permitted in the VFW Post 3103 Building or Patio, which includes fog machines.**
- b) There is NO ALCOHOL permitted in the building or on the grounds VFW Post 3103 unless alcohol deposits, fees, permit and insurance has been paid and provided to the office, or VFW Post 3103 provides the bartenders and distributes its own alcohol for the event (beer and wine only).
- c) The kitchen is to be used for re-heating only. NO HEAVY COOKING OR FRYING.
- d) There is to be no confetti, glitter or rice used in decorations, activities or thrown. Birdseed may be thrown outside only.
- e) NO OPEN FLAMES: no candles, tea lights, etc. The only flame allowed is sterno for keeping food warm.

- f) **Children in attendance at an event sponsored by the lessee must always be under the immediate and close supervision of an adult over the age of 18.** Chaperones must be 1 for every 20 children under 18. Under no circumstances are children permitted to wander throughout or exit the building without an adult. Parents of children who do not comply with this rule will be asked to leave the facility and renters will be subject to forfeiture of deposit. **No exceptions.**
- g) Rental activities must not disrupt other activities at VFW Post 3103 or be a nuisance to the neighborhood. All music/musical performances must end at or before 11:30 pm. Music must not be heard on the streets adjacent to VFW Post 3103. Any complaints and the music must be lowered. Three requests to lower the music volume will cause the event to be terminated and may result in loss of deposit and any rental fees for time unused.
- h) Ticket sales or admission fees may not be collected for events held at VFW Post 3103 unless prior approval has been given by the VFW Post 3103.
- i) Any advertising for the event must be approved by VFW Post 3103.
- j) Any disrespectful behavior toward VFW Post 3103 staff by any member of the rental party or their guests will result in the forfeiture of the deposit and the possibility of refusal of future rentals, as well as the possibility of termination of the current rental.

VFW Post 3103 is available on a first-come, first-served basis, around events and programs sponsored by the VFW Post 3103 and the Veterans of Foreign Wars. Groups who want to use the facility on a weekly or even monthly basis may schedule (if available). The security deposit is due at the time of the initial reservation and will be carried over if appropriate for the next date reserved. In any case, the total rental fee must be paid 2 weeks prior to the first event. VFW Post 3103 reserves the right to deny requests and to make last minute changes based on demand.

## **DEPOSIT**

- a) Rental deposit is due within 5 days of approval and invoice. All other fees must be paid in full 2 weeks prior to rental date.
- b) Failure to do so will result in loss of reservation and forfeiture of rental deposit. Deposit will be refunded if renter leaves facility on time and facility is left clean and complies with all rules in the rental policy.
- c) Lessee will get a check back from VFW Post 3103, which will take 2-4 weeks to process after the date of the rental.

## **CANCELLATIONS/SCHEDULE CHANGES**

- a) Any changes to your rental need to be completed no later than two weeks prior to the reservation date: i.e., rental time, attendance, number of tables, and number of chairs.
- b) If activities at VFW Post 3103 are cancelled due to inclement weather, building rentals may still occur.
- c) If event is cancelled due to weather, then a full refund of rental fees and deposit will be given.
- d) A VFW Post 3103 Staff contact number will be provided at the time your contract is received and accepted. Please call/email that person with any questions. Any questions can also be sent to [VFW3103@GMAIL.com](mailto:VFW3103@GMAIL.com).
- e) Cancellations of facility rentals received at least 2 weeks in advance of rental date will receive a full refund of rental fees, minus a 15% cancellation fee.
- f) Cancellations made less than 2 weeks in advance will result in loss of rental deposit and administrative fee; the rental fee only will be refunded, minus an additional 15% cancellation fee. Special concerns regarding cancellation must be addressed at the time the initial reservation is made.

- g) Groups must arrive within the first hour of the designated rental time, or reservation will be considered cancelled, and no refunds will be given.
- h) Failure to comply with any of the above rules shall result in the lessee losing rental deposit and possible rental privileges.

## **RENTAL DO's & DON'T**

- **DO** Lift and carry items that do not roll (ice chests, tables, chairs, etc.) across the floors.
- **DON'T** drag items, as this causes scrapes, scratches, and marring of the floors and surfaces.
- **DON'T** use rice, confetti, loose beads, glitter, marbles and/or other hard-to-clean and/or damaging items inside VFW Post 3103. **IF** there are doubts, please ask!
- **DON'T** use open flames – candles or other; Use of LED or battery-operated lighting is allowed.
- **DON'T** use unsecure/unanchored air or helium balloons.
- **DO** use Tape and sticky-tack putty on the molding or windowsills to decorate. Some will strip paint so be sure to use cautiously to prevent damage.
- **DON'T** use tacks, staples, and/or nails to secure items.
- **DON'T** use tape on the walls.
- **DON'T** hang anything from the ceiling.
- **DO** REMOVE ALL decorations and lessee's property at the conclusion of the event.
- **DO** bring your own supplies, as the supplies of VFW Post 3103 are NOT included in your rental (ex. Coffee, cups, plates, etc.)
- **DON'T REMOVE ANY** Post property from the property.
  - Tables and chairs are furnished as determined/noted in the Rental Agreement.

## **CLEANUP CHECKLIST**

The following list is a GUIDELINE and not an ALL-INCLUSIVE list. Please leave the facility clean, sanitary, and tidy when leaving.

**\*\*\*Should anything become broken or non-functional during the rental period, please contact the VFW Post 3103 staff immediately vs. waiting for us to find it so that the damage doesn't become worse.**

## **ROOM(s)**

- Sweep and Mop.
- Wipe down/clean all tables and chairs.
- Remove all decorations and supplies utilized during the rental period.
- Return all tables and chairs to their original set-up or as discussed with Post Member.
- Remove ALL trash, replace with new receptacle liner(s) – Place trash in refuse containers (containers are located outside the patio gate).
- Check and clean restrooms – remove trash, sweep, mop, clean and flush toilets.
- Serving areas – Clean and disinfect areas ensuring all flat surfaces are wiped down.
- Return any electronic items ensuring they have been sanitized.

## KITCHEN

- Sweep and Mop.
- Wipe down/clean all appliances – stove, oven, microwave, refrigerator, sink, coffee pots, and all counter spaces.
  - Ensure stove, oven and coffee pots are turned off.
  - Ice machine scoop remains on top of the ice machine with the door closed.
- Wash, clean, dry and store any items used during rental – silverware, bowls, pots, etc.
- Remove ALL trash, replace with new receptacle liner(s) – Place trash in refuse containers (containers are located outside the patio gate).
- Remove any stored items from the refrigerator, stove/oven, and on counter tops.
- DO NOT remove or use items/supplies that are the property of VFW Post 3103 and have not been allowed for the rental.

## VFW Post 3103 Rental Contract

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ Room Requested: \_\_\_\_\_

Event Title \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Time of Event (including set-up and clean-up for your event): \_\_\_\_\_ - \_\_\_\_\_

Group/Business \_\_\_\_\_ Business Phone: \_\_\_\_\_

Group/Business Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Person Responsible for Clean-up \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Send Refund To (if different from above) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

I, \_\_\_\_\_ (contact person), as representative of the Group/Business \_\_\_\_\_, in consideration for the use of VFW Post 3103, 2701 Princess Anne Street, Fredericksburg, VA, for myself and all my legal representatives, do hereby agree and undertake to save and hold harmless, release and forever discharge VFW Post 3103, its officers, agents, employees and any and all other persons, firms and corporations, acting on behalf of VFW Post 3103 from any and all actions, demands or claims for damages to persons or property, that may arise out of the use of said city property specified here, without regard to a negligent act or omission of the applicant, VFW Post 3103, or any other person, organization, firm, or corporation acting on behalf of VFW Post 3103.

By my signature below, I certify that I have received a copy of, read, and fully understand my rental contract, the general rental policies for VFW Post 3103, and the prescribed responsibilities for VFW Post 3103 lessees. I further understand that my failure to meet any of these responsibilities or comply with any policy may result in the immediate termination of the rental agreement by the onsite facility supervisor. I also agree that, if termination of the rental agreement is deemed necessary by the supervisor, I will ask that my guests exit the facility in a quick and orderly fashion and personally oversee the clean-up of the rental space. Finally, I understand and agree that, should early termination of my rental contract become necessary, I will receive no refund of rental fees and my deposit may be withheld.

\_\_\_\_\_  
Date                                      Print Name                                      Lessee's Signature

**\*\* Please be aware that it is the lessee's responsibility to set up tables and chairs, which will be provided in the room reserved. \*\***

**Large Hall:**

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_

Event Title \_\_\_\_\_ Type of Event: \_\_\_\_\_

Time of event (including set-up and clean-up of your event) \_\_\_\_\_ - \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Number of Tables: \_\_\_\_\_ Number of Chairs: \_\_\_\_\_

Is your event a: (check one)  Meeting  Banquet  Party

Equipment:  Podium  TV/DVD

Equipment that you will be bringing into the facility:

Chairs  Tables  Arches  Other \_\_\_\_\_

**Permit # \_\_\_\_\_**

**I have read and I understand the contract for renting at VFW Post 3103.**

**Please initial the following statements:**

1. Full payment is due 2 weeks prior to the event date. \_\_\_\_\_ **(Initial here)**
2. I understand that my rental time includes set-up and clean-up. \_\_\_\_\_ **(Initial here)**
3. I understand that I am responsible for cleaning the rented room. \_\_\_\_\_ **(Initial here)**
4. I understand that music must be turned off by 11:30 pm and failure to do so may result in the loss of my deposit. \_\_\_\_\_ **(Initial here)**
5. I understand that the contact person for the rental must check in with staff at the beginning of the event. (This is done to help the staff person know who the person is that they need to address regarding the rental.) \_\_\_\_\_ **(Initial here)**
6. I understand all the rental rules and policies and I understand that not following any of them can result in my deposit being forfeited and the possibility of my not being able to rent in the future. \_\_\_\_\_ **(Initial here)**
7. I have no questions about the rental contract. \_\_\_\_\_ **(Initial here)**
8. I understand that any changes to the rental contract must be made in writing and turned into VFW Post 3103, (2) weeks prior to the event, either via email or in person. \_\_\_\_\_ **(Initial here)**