

EGYPT VFW POST 7293

5209 Springmill Rd. Whitehall, PA 18052

610-262-1711

www.vfwpost7293.com

HOME OF THE TOMCAT

Rental Agreement for Pavilion or Banquet Hall

(Please Circle One)

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Today's Date: _____

Event (please circle): Meeting Reunion Wedding Birthday
Other _____

Event Date: _____ Day (please circle): F S SU

Attendance: _____

Start at (incl. Setup): _____ AM/PM. End at (clean up/tear down
by): _____ AM/PM. **(Limited to our current open hours)**

Will your event be catered? YES or NO

Name of Caterer: _____

Caterer's Phone Number: _____

How many cars do you expect? (Approximately): _____

Will there be music? YES or NO Style of music: _____
LIVE or RECORDED

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Hall/Pavilion Rental Agreement – Rules and Regulations

This agreement made this _____ day of _____, _____ by and between VFW Post 7293 Home Association (hereinafter referred to as “Home Association”) and _____ (hereinafter referred to as “User”). WHEREAS Home Association wishes to promote the use of its Pavilion / Banquet Hall and provide for the enjoyment of the Club Members and WHEREAS the User wishes to rent said facilities.

NOW, THEREFORE the Home Association Pavilion / Banquet Hall shall be used by the User in accordance with the following policies and procedures, rules and regulations:

1. Any person(s) or member of Post 7293 may rent facilities and purchase alcoholic beverages from the **bar**.
2. Any Veterans Organization that is in good standing with Post 7293.
3. The cost for 1 day rental for Pavilion is \$400.00, and the Hall is \$300.00. Cost for both facilities is \$600.00. **Plus a \$40.00 cleaning fee.**
4. A 50% deposit is payable at the time of rental (may be cash or check if the event is 30 days out), with balance due two (2) weeks prior to the date of the event (must be cash).
5. In the event of cancellation, a full refund **minus \$35.00** processing fee will be granted provided the cancellation is received two (2) weeks prior to the event date.
6. In accordance with our PA LCB CC License; any person associated with the event may purchase alcohol at the bar. **All alcohol purchased must be consumed on-site. No to-go alcohol & No alcohol can be brought into the bar by patrons.**
7. *All events are limited to a period between the hours posted.*

January 28, 2025

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8. Guests of the User are to enter and exit through the Banquet Hall entrance. Restroom facilities at this entrance are to be utilized by guests.
9. **The User must leave the Pavilion / Banquet Hall in the same condition in which it was found.**
10. **NO** tape or Sticky Tac may be used on the painted walls for decorations. Anything that may damage or stain may not be used. Everything must be removed at the end of the event.
11. **NO Confetti of any kind (e.g. confetti balloons, loose confetti, loose glitter).**
12. All guests of the event will use designated parking areas, which may include on-street parking.
13. Guests must plan accordingly when attending the venue as we will no longer provide use of kitchen equipment or equipment from the bar (e.g.; scissors, tape, duct tape, etc.) There is no guarantee for the use of refrigeration for pavilion or banquet hall rentals. If you are permitted to use refrigeration, there is a two (2) item limit. We are not to be held liable for any damages or fallen items if you use our refrigeration. Please plan accordingly.

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In the event the User wishes to provide amplified music, the music shall be at a volume that cannot be heard beyond the Home Association property boundaries. The Home Association reserves the right to supervise acceptable volume levels during said event.

Users are responsible for orderly conduct of their guests utilizing Home Association facilities / property. Any damage incurred during the rental period will be charged to the User. All boundary fences, ropes, and chains around F14 Tomcat Jet will be strictly adhered to and respected.

The User shall be responsible for its own clean up **immediately** following the event. **The User must leave the Pavilion / Banquet Hall in the same condition in which it was found.** Users must remove any decorations and / or table covers.

Trash must be disposed of in appropriate containers (*regular trash on the left and recycling on the right*) and placed in the **dumpsters** by the garage. An additional fee MAY BE charged for failure to comply.

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Rental Fees: \$400.00 a day for Pavilion

\$300.00 a day for Banquet Hall

Rental for both \$600.00 **(CASH ONLY)**

****Plus an additional \$40.00 Cleaning Fee****

RENTAL PARTY SIGNATURE: _____

DATE: _____

RECEIVED BY VFW EMPLOYEE OR OFFICER: _____

DATE: _____

Do NOT fill out below this line - For Office use only

RENTAL FEE: _____ DEPOSIT: _____

DATE PAID: _____ RECEIVED BY: _____

APPROVED BY: _____

DATE: _____

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Those events in which Alcoholic beverages are consumed by the guests of User, the distribution and supervision become the responsibility of the User signing this agreement. The User hereby agrees to abide to the PA LCB Codes regarding private party consumption and usage.

User hereby assumes responsibility and liability for any and all injury and damage to the person or property of the User, their guests, or others connected therewith, be they business or personal activities, and further shall indemnify and hold Home Association harmless in the event of any such injury or damage from any and all claims, awards, or attorney's fees.

This agreement may be revoked at any time by the Home Association for violation of any of the above rules.

My signature hereon indicates that I have read the Pavilion / Banquet Hall Reservation Policy and General Rules and Regulations and agree to abide by them.

USER SIGNATURE: _____

DATE: _____

VFW EMPLOYEE OR OFFICER: _____

DATE: _____