

Rushmore VFW Post 1273
420 Main Street, Rapid City, SD 57701
605-342-9804
Special Event Contract

Date of Event: _____ Time: _____

Organization or Individual: _____

Contact or Host: _____ Phone: _____

Address: _____

Function: _____

Expected Attendance: _____

<u>Room Requested</u>	<u>Capacity</u>	<u>Rental Fee</u>
Dining Room	150	\$ 375.00
Dance Floor	75	\$ 250.00
Rushmore Room	50	\$ 135.00
Kitchen Rental		\$ 60.00
Steam Table		\$ 60.00

If glitter/confetti is used, an additional clean up fee of \$150.00 is required.

A 50% deposit is required, with the balance due 1 week prior to the day of the event.
 Make all checks payable to "VFW Post 1273".

Champagne

André -- \$ 14.00 per bottle. Other brands available upon request at current price.

Tap Beer – 16 Gallon Keg

All brands of beer available in the keg. Prices vary by brand. Please ask for a quote.

Payment in full is required 1 week prior to the event for any tap beer ordered.

				<u>PAYMENTS</u>	
		<u>Date</u>	<u>Check #</u>	<u>Amount</u>	
Kitchen Rental: \$	_____	_____	_____		\$ _____
Facility Rental: \$	_____	_____	_____		\$ _____
Extras: \$	_____	_____	_____		\$ _____
Total: \$	_____	_____	_____		\$ _____

Contracting Organization or Individual: _____ Date: _____

Rushmore Post 1273 Official: _____ Date: _____

Quartermaster Review: _____ Date: _____

Special Instructions

Beverages: South Dakota Retail Liquor Laws do not allow beverages of any kind to be brought into or removed from the VFW. This includes the parking area.

Consumption of Alcohol: All persons consuming alcohol beverages on the VFW premises must be of legal age by South Dakota law. No person(s) under the age of 21 years will be allowed to be seated at the bar. It is against the law to serve or allow an intoxicated person to remain on the premises.

Banquet and Meeting Rooms: All planned functions of a group must be arranged at the time of booking and the appropriate fee paid. Seating arrangements and space shall be assigned as to the number of people guaranteed. If attendance drops or increases substantially the VFW reserves the right, upon notification, to change location and seating arrangements as other groups may be utilizing the VFW facilities. Please adhere to times agreed upon. Should your time schedule change, please contact the VFW and every effort will be made to accommodate you.

Open Bar Policies: The customer must pay in advance a minimum of \$200.00 for drinks to be served at the open bar. The customer must hand out free drink tickets, provided by the VFW, for the open bar. If more tickets are required, the bartender will issue them after payment is made.

Guarantee and Cancellations: Guarantee fees shown on application. This guarantee is the minimum the group will be charged. The VFW will accept 5% over expected attendance. No cancellation will be made less than 30 days prior to the event. If the event is cancelled within the 30 days prior to the event, the VFW shall retain 50% of the collected fees.

Exits: None of the exits or hallways may be blocked due to State and City Fire Codes.

Decorations: Affixing anything to the walls, floors, and ceilings is not permitted without approval of the club manager. The customer assumes all responsibility for any damage caused while on the premises.

Lost Items: The VFW does not assume responsibility for items left unattended in VFW public areas or function rooms.

Security: From time to time, the VFW will have a security officer on duty.

Entertainment: Should the VFW have a band or other entertainment at the time of the contracted event, the VFW will make arrangements with renter to cover entertainment fees, if they choose to participate. Should there be no entertainment scheduled, customer assumes full cost of any entertainment brought into the VFW.

Payment policy: Fees are outlined on contract and are expected as noted. Any other request shall be negotiated.

ALL AGES PARTIES: The party organizer shall provide wristbands for those 21 and older. Those under 21 shall receive a non-transferable stamp (or a large X by a permanent marker) on the back of each hand. Those under 21 are not allowed to sit (or linger) at the bar or the lottery machines. The organizer shall ensure that the area used is cleaned. In lieu of a facility rental charge, the Post will receive _____% of the cover charge and 100% of the bar proceeds.

Additional Remarks: _____

(Both parties must sign Contract or it will be considered invalid)