

VFW Post 6918 Event Space Rental Agreement
5801 Conover Rd, Taneytown, MD 21787
(410) 756-6918

This Agreement is entered into on this _____ day of _____, 20____, between VFW Post 6918 (Lessor) and the RENTER listed below.

1. RENTER INFORMATION

Full Name: _____

If a business or group: _____

Member/Post # (if applicable): _____ Phone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

2. EVENT DETAILS

Event Type (e.g., Wedding, Birthday): _____

Event Date: _____

Start Time: _____ Vacate Time: _____

Note: Total rental duration must include set-up and clean-up.

Requested Space:

☐ Meeting Room (Max Capacity: 60)

☐ Event Hall (Max Capacity: 150)

3. FEES & PAYMENT SCHEDULE

Space	Member	Other VFW Member	Non-Member
Meeting Room	\$175	\$225	\$250
Event Hall	\$300	\$450	\$500

Reservation Deposit (50% Due at Signing): _____

Security Deposit/Cleaning Fee: \$150 – returned five (5) days after rental (if no issues)

Balance Due:

Amount Due: _____

On or before Date (10 days prior to event): _____

A \$50 Late Fee applies if the balance is paid less than 10 days before the event.

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TERMS AND CONDITIONS

ALCOHOL & BEVERAGES:

Strict Policy: All alcoholic beverages must be purchased from VFW Post 6918. No outside alcohol is permitted on the premises (including the parking lot).

Service: Alcohol must be served by VFW staff (must be requested prior to event).

Compliance: Violations will result in immediate termination without refund.

RESERVATION DEPOSIT & CANCELLATIONS:

Purpose: This deposit secures your date.

Cancellation: Deposits will not be refunded if within 30 days of the event.

SECURITY DEPOSIT/CLEANING FEE

Purpose: This deposit covers any damage or cleaning costs.

Refunds: Deposits are refunded within five (5) days after the event, provided facility is left clean, no damage occurred and all rules were followed.

DECORATIONS & SET-UP:

Prohibited Items: No glitter, confetti, rice, birdseed, or open-flame candles (LED only).

Wall Protection: No nails, staples, or tacks. Use only painter's tape or white putty.

Removal: All decorations and personal items must be removed by the "Clean-up Finish Time" listed above.

FACILITY RULES:

The POW/MIA "Missing Man" Table: This is a sacred memorial. It is not to be moved, sat at, or used for any purpose without written consent from the House Committee.

Supervision: Children under 15 must be supervised by an adult, including outdoor areas.

Noise: Volume must remain at a reasonable level and must comply with local ordinances.

Tickets/Admission: Renters may not sell tickets or charge admission fees at the door.

LIABILITY & DAMAGES:

The Renter assumes all responsibility for the conduct of guests and any resulting damage to the building, furniture, or equipment.

VFW Post 6918 is not responsible for lost, stolen, or damaged personal property.

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Non-Performance: If the facility becomes unavailable due to fire, act of God, or mechanical failure, the VFW will refund all fees paid but is not liable for further damages.

AUTHORIZATION

By signing below, the RENTER acknowledges they have read, understood, and agreed to all terms listed above.

RENTER Signature: _____ **Date:** _____

VFW Representative: _____ **Date:** _____

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Clean-Up Procedures

Kitchen/Serving area

- **Remove leftover food**
- **Clean/disinfect surfaces**
- **Sweep and spot mop floors**
- **Wipe down all sinks (if used)**

Event Hall/Meeting Room

- **Remove all decorations**
- **Clean all tables**
- **Reset furniture**
- **Push in chairs**
- **Sweep/spot mop**

Restrooms

- **Remove debris**
- **Ensure restrooms are left clean and usable by the next guest**
- **Ensure all commodes are flushed**

General

- **Remove all trash and put in dumpsters by the canteen**

Turn off:

- **Lights**
- **Fans**
- **HVAC units**

- **Ensure all doors are secured**