



VFW Post #5290
1432 VFW Drive, SW
Conyers, GA 30012-5238

Rental Agreement

RENTER INFORMATION

Name: _____ Date: _____
Address: _____
Home Phone: _____ Cell Phone: _____
Email Address: _____
Rental Request Date: _____ **Start Time:** _____ PM/AM **End Time:** _____ PM/AM

NOTICES

Cleanup and Inspection Requirements:

All VFW rental properties close NO LATER THAN 2:00 a.m. The rental does not end until the rented facility has been properly cleaned and inspected and approved by a VFW designee. Please allow enough time to end your event and clean up before the 2:00 a.m. closing time.

Rental Extensions: Failure to complete the cleanup and inspection before 2:00 a.m. will result in a **temporary rental agreement extension** for the purpose of completing cleanup between the hours of 10:00 a.m. – 2:00 p.m. the following day. The Renter will be charged an additional \$100 for the first hour and \$50/hour for any additional hours to finish the cleanup.

If the Rental Agreement extension is violated a second time, the Renter will be charged the aforementioned Rental Extension Costs **and lose their deposit.**

NO Alcohol Clause: There will be NO alcohol consumption on VFW Post 5290, Conyers premises allowed by this Rental Agreement.

RENTAL OPTIONS

Main Hall: \$700/day + \$300 deposit*
Auxillary Room: \$400/day + \$300 deposit*
Both Rooms: \$1,100/day + \$600 deposit*

***Deposits are Non-Negotiable**

At this time all Payments will be **CASH ONLY**. A debit or credit card will be needed for aforementioned Rental Extension Costs or Damages to the Post.

PAYMENT INFORMATION

Room Requested: _____ (Main, Aux, Both) Initial Payment Date: _____
Total Rental Paid: \$ _____ Event Deposit Paid: \$ _____ Total Initial Paid: \$ _____
Balance Owed** : \$ _____ Balance Payment Date: _____
****Balance must be paid not less than 3 days prior to the Event.**

I, _____ (Print Name) _____, am solely responsible for all members at this event. I have read and agree to all terms of the Veterans of Foreign Wars, Post #5290, Conyers, GA.

Renter's Signature: _____ Date: _____

VFW Representative Signature : _____ Date: _____



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TERMS AND CONDITIONS

Payments, Deposits & Refunds:

The Cleaning Deposit must be paid at the time a Rental Request Date is reserved. The Rental Cost must also be paid at the time the Rental Request Date is reserved. When the event has concluded, the renter will clean the facility to its original condition. A VFW member will inspect the facility and, if approved, the Renter's deposit will be **refunded** and mailed to the address on the VFW Rental Agreement within **3-5 business days** of approval. **X_____**

Respect for VFW Property: The VFW is pleased to provide our facilities to the community for all types of events and for all age groups. We ask that Renters respect the VFW property and all artifacts within and outside the facilities. Children are NOT allowed in the Game Room without an adult, and we further ask that you please NOT move, touch, or unplug any of the Bingo equipment located on the left side of the Main Hall. **X_____**

Cleanup: Renters must remove all trash, banners, decorations, and debris from their rental facility. Trash should be placed in the outside dumpster. Floors should be swept and vacuumed, and spills mopped up. All chairs and tables must be placed in their original position and the facility restored to its original condition. The facility will be inspected by a VFW Post Representative, who will also assess any damage to Post property.

Cancellations: A Renter can cancel his/her Rental Agreement and receive a full refund of his/her deposit, if cancellation notice is given **10 business days** or more prior to the Rental Request Date of the Agreement. Send all cancellations to the Rentals email address, rentals@vfw5290.org. The cancellation request timestamp will be the date of the email.

Damages: If damages are discovered, Renter will schedule a meeting with a VFW Officer in order to determine damages and repair costs. Damages and cleaning issues will be deducted from the Cleaning Deposit. If the damage is greater than the Cleaning Deposit, the cost of repairs will be charged to the Credit Card on file, payable to "VFWPost5290". **X_____**

Banned Activities: VFW Post 5290 has a policy that **Prohibits SMOKING, ALCOHOL CONSUMPTION, and DRUGS** on VFW property. Alcoholic beverages will be confiscated and will NOT be returned. Renter will abide by this policy. **X_____**

Banned Materials: VFW Post 5290 policy prohibits the use of **confetti or confetti poppers**, since it can complicate cleanup.

Questions and/or Issue Resolution: If you have any questions, please review rental detailed information on the VFW Post 5290 Web Page, www.vfw5290.org. If you have, or develop, any rental issues, please contact Sr. Vice Commander, Scott Hendrickson at 470.233.4464 or send an email to his attention at rentals@vfw5290.org.



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AUTHORIZATION FOR CREDIT/DEBIT CARD TRANSACTION

I, _____, Authorise Veterans Of Foreign Wars Post 5290
Rockdale County Conyers Georgia to Charge My VISA / MASTERCARD / AMERICAN EXPRESS / BANK DEBIT CARD

Account for the following:

- Damages of Post Property
- Aforementioned Rental Extension Costs.

This Agreement is subject to VFW 5290 Standard Terms and Conditions of the Rental Agreement that was agreed upon and

Signed by both Parties Page 1.

Credit Card Holder / Company Name: _____

Address: _____

Billing Address of Card if Different: _____

Credit / Debit Card Account Number: _____

Expiration Date: _____

Security Code: _____

Credit Card Holder Authorized Signature

Date

- Obtain Copy of Customers Drivers License.