

VFW Post 8840 – Rental FAQ

? *Common Questions from Renters*



How do I reserve the Hall or Pavilion?

Begin the rental process by visiting www.VFW8840.org. Your date is reserved once you sign the rental agreement and pay the **\$150 refundable down payment**.



Do I need a permit for my event?

Certain Hall and Pavilion events may require a **State of New Jersey Social Affair Permit**. If required, the permit **must be requested and paid for no later than four (4) weeks prior to the event date**. The Post's **Rental Manager will inform you if a permit is required** and can **assist you with obtaining the permit at your expense**. The **four-week application filing requirement** is set by the **State of New Jersey**, which issues all Social Affair Permits.



What are the facility capacities?

- **Hall:** 65 people
- **Pavilion:** 200 people



What are the event hours allowed?

- **Hall:** Events must end by **10:00 PM**.
- **Pavilion:** Events must end by **10:00 PM**.
- The **10:00 PM end time includes all clean-up activities**, which must be completed by that time



Can alcohol be served?

Yes — but only under these conditions:

- A **Post bartender** is required (\$75 fee).
- State of NJ alcohol procurement and consumption policies are followed (the Post's Rental Manager will cover this with you during the rental request process).
- No alcohol may be taken off Post property.
- No underage drinking.
- No marijuana (including legal NJ recreational marijuana).

Is the kitchen available?

Yes.

- \$75 for four hours.
- \$25 per additional hour Outside catering is permitted.

What are the clean-up requirements?

Renters must:

- Place all trash from lined containers in the Post's dumpster located on the right side of the building.
- Leave the facility clean and orderly.
- Restore tables/chairs to original positions.
- Failure to do so forfeits the down payment.

What happens if I cancel?

Refunds are available only if cancellation occurs **more than two weeks** before the event.

Can I play music or hire a DJ?

Yes — as long as volume remains reasonable and comply with local noise ordinances.

Can I decorate the Hall or Pavilion?

Yes. Decorations are permitted; however, **nails, screws, staples, or any non-removable or surface-damaging adhesives are not allowed**. All decorations **must be fully removed at the conclusion of the event**. Tables—round and/or rectangular—are **available upon request**. Table coverings are not provided by the Post.

Who is responsible for damage or injuries?

The renter is fully responsible for:

- Damage to Post property.
- Injuries caused by renter or guests.
- Violations of state or local laws during the event.



Can I bring outside food or catering?

Yes. Caterers are welcome. Kitchen use fees apply if you need prep or warming space. Renters may also make accommodations for licensed food trucks, which must have valid State of NJ licenses to operate and safety inspection certificates.



What behavior rules apply?

All guests must follow state and local laws. Violations (underage drinking, drug use, disorderly conduct) may result in immediate termination of the event **without refund and could result in the involvement of local law enforcement officers.**