

PENNS GROVE MEMORIAL VFW POST 8840

HALL / PAVILION RENTAL AGREEMENT – *Review, Print, Compete, Sign, Scan and email form to info@vfw8840.org or return to Post in person.*

1. RENTER INFORMATION

Renter Name: _____

Address: _____

City/State/ZIP: _____

Phone: _____ Email: _____

Date of Event: ____/____/____ (mm/dd/yy)

Type of Event: _____ (Fundraiser, wedding reception, company picnic, community event, etc.)

Start Time: _____ End Time: _____ (must not extend past 10:00 PM)

2. FACILITY REQUESTED

Check all that apply:

☐ Hall ☐ Pavilion ☐ Kitchen Use ☐ Alcohol Service (Post bartender required)

3. NJ STATE PERMIT REQUIREMENT

Events held at the Post may require a **State of New Jersey Social Affairs Permit**.

- Permit must be requested and paid for a **minimum of four (4) weeks prior** to the event.
- Failure to obtain the permit will result in cancellation and forfeiture of payments as outlined in this Agreement (*the Post's facility manager will inform you if a permit is needed and can obtain one on your behalf at your expense*).
- The fee covering the permit is non-refundable once the application is submitted to the State of NJ.

Renter Initials: _____

4. PAYMENT TERMS

All payments are to be made through the Post's secure payment portal, a link to which you will receive via email if/when your rental request is approved.

A. Base Facility (4-hour usage)

- **Pavilion:** \$500
- **Hall:** \$350
- **Both:** \$850

B. Additional Hourly Usage

- **Pavilion:** \$125 per hour
- **Hall:** \$100 per hour
- **Both:** \$225 per hour

C. Kitchen Usage

- \$75 for four hours
- \$25 per additional hour

D. Alcohol Service

If alcoholic beverages are consumed:

- **Post Bartender Fee:** \$75 (mandatory)

E. Refundable Down Payment

A refundable \$150 down payment is required at time of full payment. Refund is issued only if:

- No damage occurs.
- No violations of this Agreement.
- Facility is fully cleaned and restored to original condition.

F. Payment Schedule

- Down payment is due upon receipt of email approval.
- Full rental payment is due upon receipt of email approval or a minimum of four (4) weeks prior to the scheduled event.
- Permit fee (if applicable) is due four (4) weeks prior to the scheduled event.
- Failure to pay in full voids this Agreement and forfeits the down payment.

- No refunds within **two (2) weeks** of the event date.

5. RULES OF USE & CONDUCT

A. Alcohol & Controlled Substances

- No underage drinking.
- No illegal drugs.
- No marijuana (including legal NJ recreational marijuana).
- No alcoholic beverages may be taken off Post property.
- Alcohol service must be conducted **only** by the Post bartender.

B. Behavior & Safety

- Renter must maintain an orderly environment.
- Disorderly conduct, harassment, threats, or unsafe behavior will result in termination of the event.
- Renter is responsible for the conduct of all guests.

C. Clean-Up & Damage

- Renter must leave the facility clean and orderly.
- Trash must be bagged and placed in designated areas.
- Damage to Post property is the responsibility of the Renter.
- Failure to meet clean-up or damage standards results in forfeiture of the \$150 down payment and may incur additional charges.

D. Compliance & Enforcement

- Noncompliance may result in immediate removal from the premises.
- Law enforcement will be contacted if Renter or guests refuse to comply with Post directives or engage in disorderly conduct.

Renter Initials: _____

6. LIABILITY

Renter agrees to be fully liable for:

- Damage to Post property.
- Injuries resulting from Renter or guest actions.

- Violations of state or local laws occurring during the event.

The Post is not responsible for lost or stolen items.

7. SIGNATURES

By signing below, the Renter acknowledges and agrees to all terms of this Agreement.

Renter Signature: _____

Printed Name: _____

Date: ____/____/____ (*mm/dd/yy*)

Post Officer Signature: _____

Printed Name: _____

Date: ____/____/____ (*mm/dd/yy*)

Rental Reference: _____ (*Provided by Post's Facility Manager*)

Three (3) steps to reserve your rental

1. Submit this Rental Request form.
2. A Post officer will review your request.
3. If approved, you will receive an email with your Rental Reference and a link to pay your rental fee through our secure online payment portal.