

VFW Post 8840 – Facilities Rental Fee Schedule

Base Facility Fees (4-Hour Usage)

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

Additional Hourly Fees

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

Kitchen Usage

- **Kitchen (4 hours):** \$75
- **Additional kitchen hours:** \$25 per hour

Alcohol Service

If alcoholic beverages will be consumed at any time during the event:

- **Post Bartender (mandatory):** \$75
- **Additional bartender hours:** \$25

Refundable Down Payment

- **\$150 refundable down payment** required
- Refunded only if:
 - No damage occurs.
 - No violations of the rental agreement.
 - Facility is fully cleaned and restored to original condition.
- Refunds will be issued within four (4) weeks after the scheduled event.

State of New Jersey Social Affair Permit Requirement

- Certain 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**.
- **Failure to obtain the required permit** will result in **cancellation of the event and forfeiture of payments** as outlined in the Rental Agreement.
- After you submit your rental request, the Post's **Rental Manager will advise whether a permit is required** and can **assist you with the application process or complete it on your behalf and at your expense**.

Payment Deadlines

- 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.
- The approval email will include a **Rental Reference Number** and a **secure link** to the Post's online payment portal.
- **No refunds** will be issued **within two (2) weeks of the scheduled event date**.