

Print name: _____

Signature: _____

Phone number: _____ email: _____

Above signee has offered VFW 2645 a donation of \$ _____.00, for the exclusive use of VFW Post 2645; space shown. 

Date of event: _____

Time of event: _____

Condition of facility at setup and after cleanup



**This is a NO SMOKING facility.
NO alcohol is permitted to be consumed while
outside the building's premises or in a parked vehicle.**

- I understand that I am responsible to pay for the repair and/or replacement of any VFW 2645 artifacts and/or equipment damaged during my event. Your initials _____
- I have requested a bar/monitor. Circle one: (Yes) (No)
- Bar/monitor, if used, is paid \$75.00 separately. **Payment due prior to open/set up time.** Your initials _____
- I understand that the VFW is only providing the space, white round or long tables, and chairs. Your initials _____
- No kitchen available.
- I am responsible for all set-up for this event; including the caterer, food quality, decorations, table settings with utensils, chaffer candles for hot dishes. I will clean up the space, so it will look as when I arrived. Your initials _____
- I am willing to donate \$50 for a "one time set up" of all tables and chairs per my drawing.
- I understand that all alcoholic beverages will be turned over to the bar/monitor for redistribution. Your initials _____
- **NO OPEN** alcohol containers can leave the building. Your initials _____
- I am responsible to bring my own ice, carryout containers, and all party supplies. Your initials _____
- As part of my clean up, I am responsible to dump all trash. Trash bags are provided. Your initials _____

Don Kuffner, Commander
VFW Post 2645
24222 West Nine Mile Road
Southfield, MI 48033
248-971-5844

Donation must be received prior to event.
VFW has 1 ice chest cooler for party use only.

Maximum seating capacity: 85 with dance floor

Morning rates: 7:00am until 2:00pm @ \$50.00 hour
Evening rates: 6:00pm-midnight @ \$50.00 hour
Other rates: @ \$80 an hour

Notes/Email: _____

Signature: _____

Date: _____

VFW monitor is authorized to shut down the event at any time for any reason; no refunds given. Your initials _____

Details and reason for donation, plus event approval by VFW POST 2645 Commander:
\$100 non-refundable donation holds your date.

Reason for donation: _____

Event date: _____ # attendees: _____

Open bldg./Set up time: _____
Donation given in full prior to opening the building.

Secure bldg./Clean up time: _____
Clean up and room restored to exact conditions when opened.

VFW Monitor Fee requires \$10/hr. paid to the assigned monitor for the event. **Minimum \$50.00.** Initial _____
Payment due prior to open/set up time.

If you go over the time specified in this agreement, plan to donate an additional \$50 for each 30 minutes beyond "your designated secure/clean-up" time.

Please note: The VFW member on duty, or bar/monitor, has the authority to contact Southfield Police if unauthorized alcohol or disruptive behavior is present at this event. Your initials _____

No firearms allowed on VFW property. No alcohol may be consumed outside on VFW premises. Your initials _____

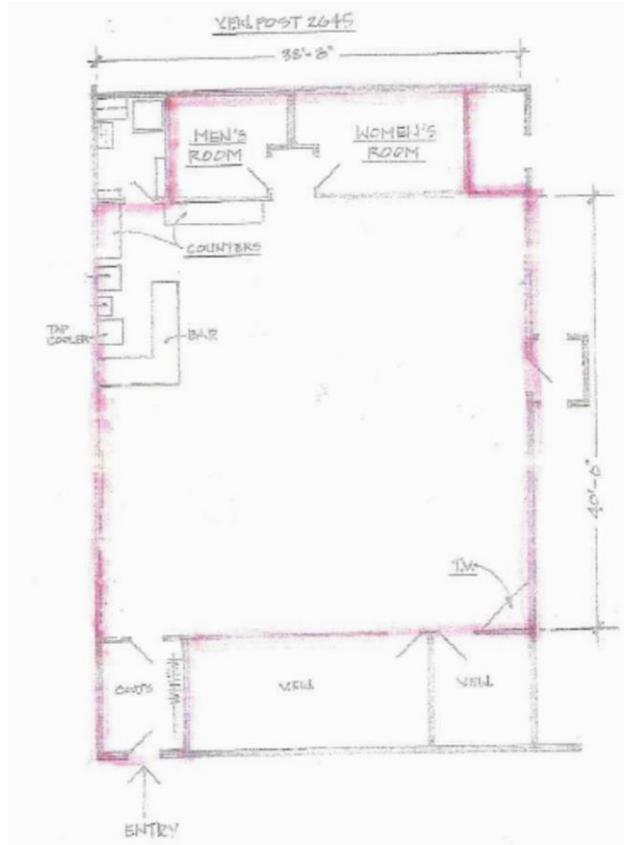
Special terms and requests:

NO OPEN FLAME CANDLES

Sign and date:

Commander's signature and date:

Special Table Set-up or Floor Plan:



1. Place an "O" where round tables to be positioned.
2. Indicate how many chairs at each table.
3. Indicate where banquet table should be positioned.
4. 8' or 6' tables, positions should be indicated.
5. Indicate any special areas that need to be set-up.

**BEREAVEMENT/REPASS
 4 HOUR SPECIAL: \$200**

Maximum seating: 85
 Open time: (30 minutes allowed for set-up)
 Close time: (30 minutes allowed for clean-up)
 \$50 to be paid directly to the Post Monitor.
 All other Usage Agreements apply, unless noted

Bar/Monitor for this event TBD just prior to event date!

Start time for Bar/monitor: _____

Your initials: _____ (Collected \$75)

Post 2645 on-duty officer collecting: _____

Initial _____ Collected \$10/hr.

\$100 donation "to hold the date" can be applied to a future event, provided that your cancellation is 35 days prior to the event date, as is put in writing to the Post Commander.



What to consider when using VFW Post 2645

Hours hall is available: 8:00am to 12:30am

Number attending your event: _____

Date of event: _____ Type of event: _____

Rental Information:

Start time for setup: _____

Catering arrival: _____

Band or DJ arrival: _____

Event start time: _____

Event end time: _____

Clean up time: _____

\$80/HR to the Post

\$10/HR to the Monitor

\$75 fee for Bar/Monitor

Special Notes:

You must provide a computer for slide show

You must provide a CD/DVD player for movies

Your \$80/hour donation will give you:
A 2,080 square ft. hall which includes:

- Private restrooms
- Private foyer
- Private beverage bar
- Tables and chairs

Questions? Contact:

Don Kuffner

VFW Post 2645 Commander

248-971-5844

24222 West Nine Mile Road

Southfield, MI 48033

Checklist for Party Supplies:

Table center pieces

Tablecloths round (60" table)

Tablecloths straight (96" table)

Tablecloths straight (72" table)

Skirts for straight tables & bar Plus cabinets

Utensils Plates saucers/bowls

Napkins Salt/Pepper/Sugar/cream

Hot food serving tongs/spoons

Cold food serving tongs/spoons

Coffee Hot cups coffee pot

Tea tea bags team pot

Water # of bottles _____

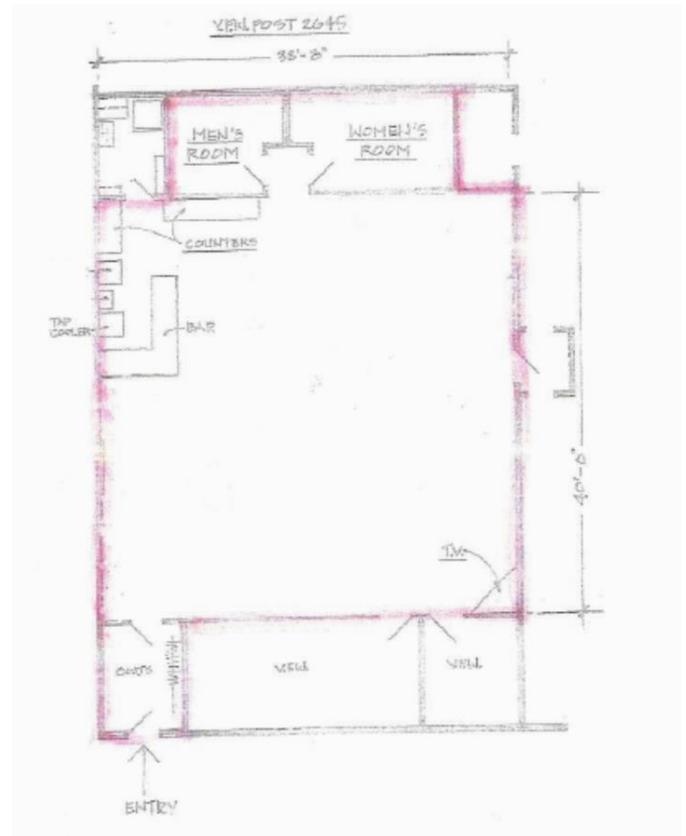
Pop Cold Cups

Ice

Snacks

Carry out containers

Misc. _____



Suppliers: GFS, Sam's Club, Target, Meijer