

VFW Post 5040 / Banquet Facility
240 North Throop Street
Woodstock, IL 60098
815-338-5040

Welcome to the VFW Banquet Facility. We would like to thank you for considering us for your special event. Our experienced and friendly staff looks forward to the opportunity of making your special event a truly memorable one. To assist you in planning your event, we offer the following information, which outlines our available services and all charges involved.

Equipment and Décor:

Flowers, decorations, etc. – flower, decorations, place cards, napkins, orchestras and the like are the responsibility of the contractee. The responsibility of the delivery and timely removal of the same shall be that of the contractee. The management of VFW/Banquet Facility is not responsible for the storage, loss or damage of any of these items.

Security and Liability:

We cannot be held responsible for the damage or loss of any personal property left or sent to the VFW prior to, during or after any scheduled function. The customer shall and will be responsible for guests and/or any persons or organizations contracted by the customer to provide service before during and after the function to reimburse the VFW for any damages, loss or liability incurred. This includes excessive cleanup following the event. Damages to the premises will be charged accordingly to the contractee.

All children must remain inside of building. No children may play outside in parking lot or on steps.

Confirmation and Guest Count:

An approximate count is required at the time of booking. Confirmation of the final number of guests to be served must be made no later than noon (12:00 pm) 1 week prior to the scheduled event if the VFW is providing the food for the event. All charges will be based upon the confirmed guarantee or the actual number of guests served, if greater than the guarantee. Late cancellations will be charged at the full contracted amount. If no guarantee is received, VFW will prepare and charge for the number of persons estimated from the contract.

Deposit Policy:

To reserve the date at the VFW/Banquet Facility, please be aware of the following:

- At the time of signing the contract for the provided services, a deposit of \$500 is required.
- The deposit is refundable, although any damage to the property or excessive cleanup will result in the forfeiture of some or all of the deposit.
- If the VFW provides food, 50% of the estimated price will be paid at the signing of the contract.
- Visa and MasterCard credit cards are accepted but a 1.5% convenience fee of the total amount charged on the credit card will apply.
- If cancellation occurs more than three (3) months in advance of the scheduled date, your deposit will be fully refunded.
- If cancellation occurs less than three (3) months prior to scheduled event date, your deposit will be forfeited. If the date of cancellation is re-booked by another party at the same applicable charges, your deposit may be refunded.

Rental Rates:

Rental rates for the VFW/Banquet Facility are as follows:

- Upstairs rental \$100.00 per hour
- Downstairs rental \$75.00 per hour
- Two (2) bartenders are required for all upstairs parties
- Customers must pay the difference in bartender tip if minimum is not met
- Three (3) hour minimum charge applies

Billing:

Any sales tax exempt groups must provide a signed certificate, with all proper information, prior to the function. If VFW is held liable for taxes not paid, the contracting party will be responsible for any fines, penalties and/or legal fees incurred.

Payment may be made by personal check no less than ten (10) business days prior to your event at the VFW. We understand that there may be additional costs and/or charges incurred during your event and these can be taken care of after services are rendered. No credit cards are accepted for banquet events. Any checks returned for non-payment will be subject to maximum penalties allowed by law.

All payments are due no later than the completion of the event.

Prices are subject to change in accordance with market price changes and will be communicated to the contractee in the timeliest manner possible.

Miscellaneous:

- For insurance and liability purposes, no food or beverages from any outside source may be brought onto the premises unless approved by an approved caterer.
- No balloons, birdseed, rice or confetti is allowed in or on the VFW premises.
- In compliance to village ordinance, alcoholic beverages are not allowed outside the building.
- All parties of 100 or less people are required to have one (1) doorman who will be hired by the VFW. Two (2) doormen, also hired by the VFW, are required for events of more than 100 people. There will be a charge of \$45.00 per hour per doorman. The doorman will admit only those individuals who present a ticket or invitation to the activity. He will stamp each person's hand for exiting and being re-admitted.
- No glass containers will be allowed in the facility (no exceptions), only plastic cups will be used to serve any refreshments.
- Bringing alcoholic beverages into this facility is strictly prohibited.

VFW Members and Their Families' Rental Rates:

Members will be given a 50% discount on hall rental charges. All other portions of this contract will apply to members and their families as stated.