

2022 Rental Rules and Regulations

1. The hall will be rented from the time the function starts to the time the cleanup is anticipated to be completed. The renter must be present at all times the hall is rented.
2. A \$100 security deposit is required prior to it being written on calendar. This deposit is separate from the hall rental amount. If you cancel one month to 4 months before the use of the hall, you will forfeit \$50 of the security deposit. If you cancel within one month of the use of the hall, you will forfeit the \$100 security deposit. **Deposit will not be returned until management approves & issues a return check.**
3. The cost of barrels of beer, use of electrical equipment and hall rental fees will be paid a minimum of two weeks before the use of the hall.- **All bar taps will be paid at the end of the event.**
4. Decorating the hall prior to use is permitted if no other function is scheduled. When decorating, no decorations shall deface or permanently mark any property of the Veterans Memorial Hall. Nothing will be attached to any picture, certificate, plaque or anything attached to the wall.
5. No flames will be allowed unless otherwise approved by the manager
6. Due to safety concerns, the throwing of rice, birdseed, or food items are not allowed.
7. No person or organization renting the hall may sublet the hall without management approval.
8. Persons or organizations must use refreshments that are available through the Veterans Memorial Hall. Outside refreshments can only be authorized through the Veterans Memorial Hall manager.
9. All liquor will be bought by drink. When barrels are tapped, you will pay for the barrel. Any unfinished beer from a barrel will remain at the Veterans Memorial Hall. You will not be able to return the next day to finish it.
10. The hall will not be rented for later than 1:00am to allow at least 1 hour for cleaning up. The hall must be vacated at 1:55am Sunday through Thursday nights and 2:25am Friday and Saturday
11. There must always be lights on when the hall is being used.
12. All children must be monitored at all times by a responsible adult. **No one under 21 allowed in bar area unless parent is with them.**
13. Nobody under the age of 21 will be permitted to be served or consume alcoholic beverages. Anyone relaying alcoholic beverages to persons under 21 years of age or to persons who appear to be intoxicated will be removed from the premises when requested by a bartender.
14. The control of all guests to prevent injury to anyone or property is the responsibility of the Renter.
15. The Veterans Memorial Hall is not responsible for any personal property left at the hall or another companies property not leased or contracted by the Veterans Memorial Hall.
16. Tables must be lifted entirely off the floor to be moved. Any damage to the floor or tables will be the result in the Renter being charged for the tables or repair to the floor. (Do not drag tables off the floor or carts)
17. The Renter shall comply with all applicable laws and regulations and shall not use or occupy the Veterans Memorial Hall for any unlawful purpose.
18. The Renter shall be responsible for the cost of any and all damage caused by the Renter or their guests. An itemized letter will be provided detailing the damage and estimated cost of repair. Any cost not covered by the security deposit, the Renter shall be responsible for.

Hall Cleaning Standards

1. The floor of the hall and kitchen will be swept to remove all dirt and foreign materials. The floor will then be wet mopped or scrubbed with detergent. When done, the floor shall not have foreign material stuck to it or be sticky of residue.
2. All tables and chairs will be clean and sanitary by being wiped off with a wet towel and detergent.
3. Tables will be stacked neatly **by size on carts** provided other than 6 tables left at the front of the hall. Chairs will be folded and neatly put on carts provided other than 8 for each table left at the front of the hall. (please put chairs facing the same way)
4. The outside and inside area will be free of trash. Garbage will be thrown in the dumpster. Glass and aluminum cans will be bagged separately and put in designated areas.
5. The Veterans Memorial Hall will provide cleaning supplies.
6. Cleanup must be done by 8:00AM the next day or prior to the next event if on the same day.

If you rent kitchen area

1. The sinks will be cleaned and sanitized. No items to include grease, coffee grounds, food etc shall be flushed down the sink drains.
2. All food preparation areas, tables, sinks, pots/pans, and utensils must be cleaned with hot soapy water and disinfecting rinse. There can be no food residue or greasy surfaces on any item.
3. All refrigerators and freezers shall be clean and no food shall be left in them without prior approval of the management
4. If used, the stove, oven and fryer will be cleaned of all residue.

Management Contacts:

Email: vetshall@yahoo.com

Penny McManus – 608-565-2376

Karen Bays – 608-547-3683

NECEDAH VETERANS MEMORIAL HALL

Hall Rental Worksheet

To be filled out by Management and signed by Renter/Modified 3-1-2022

Price Total

Deposit to be paid before it is written in calendar \$100

Meeting/Event less than 2 hours \$ 75.00 _____

Meeting/Event 2 to 4 hours \$125.00 _____

Meeting/Event 4 to 6 hours \$ 200.00 _____

Meeting/Event over 6 hours \$ 300.00 _____

Use of Microphone and Speaker \$25.00 _____

Use of Projector and Screen \$25.00 _____

Use of Kitchen \$25.00 _____

Beverages Total (See sheet) _____

Funerals/Celebration of Life – **Deposit but No hall rental** 0.00

Fundraisers – **Deposit but No hall rental** 0.00

Benefit/Fundraiser TYPE & FOR WHO: _____

Total Amount Due Prior to Event _____

Date of use: _____ Phone Number: _____ --- _____

Set-up to Clean-up Time of use: _____

Name: _____

Signature: _____

Address: _____

Hall Signature: _____

Date of Signatures: _____

DEPOSIT PAID _____ DATE: _____ RECEIPT # _____

Barrels	Domestic Brand Premium Brand	(1/4) \$100 \$150	(1/2) \$175 \$250	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Cans/Bottles Beer (If a tab is started or there is an open bar by the **renter only**)

_____	Domestic Beer		\$2.75	_____
_____	Rail Liquor		\$2.75	_____
_____	Liquor		\$3.25	_____
_____	Premium Liquor		\$4.00	_____
_____	Soda		\$1.25	_____
_____	Other			_____
_____				_____
_____				_____
_____				_____
Total				_____