

FOE 871 HALL RENTAL AGREEMENT ADDENDUM

Items provided by FOE 871 for Hall Rental

1. Use of ice machine on the second floor and two carts that hold the ice.
2. Use of all chairs and tables located in the Hall on the second floor
3. Use of the Club's trash dumpster and recycling dumpster.
4. Use of our trash bins, however, you must bring your own 55 gallon drum trash bags
5. Use of the second floor women's bathroom and use of the 1st floor men's and women's bathrooms.

The Party renting the Hall and their guests must follow certain rules of the club and provide the following:

1. If you are serving alcoholic beverages you must provide an individual twenty one (21) years of age or older to stand by the entrance/exit door of the event to insure no individual brings to the event and/or leaves the event with an open container of alcohol. **If the rental party individual or any guest of the rental party violates this condition then the event will be stopped, everyone at the event will be asked to leave and the police will be called.**
2. If the rental Party serves alcoholic beverages, the rental Party must obtain a one day banquet license from the Virginia ABC office. The rental Party must provide a copy of the ABC banquet license to the Board of Trustees for FOE 871.
3. The rental Party must bring all items it needs to conduct its event, such as: sound system; products to serve food and drinks; coolers to keep items cold; equipment to keep your food hot or cold; equipment to cook or heat your food (the Club's kitchen is not available for use); trash bags, etc.
4. If the rental Party decorates the Hall with balloons, the balloons must be held/tied to the table by some manner. Balloons may not float freely in the Hall. Decorations shall not be tied to any light fixture or other fixture in the Hall without the permission of the Board of Trustees.

5. The Hall must be placed back in the same condition as you found it. This means the Hall must be dismantled and the chairs/tables placed back against the walls that were used. The floor must be sweep and if any liquids were spilled then the floor must be mopped.

6. Non-members of the Club may not park in the Club's parking lot. Violators will be towed.

7. Non-members of the Club attending an event must enter/exit through the 2nd floor front doors of the Club.

8. Non-members of the Club may only be on the 1st floor of the Club where the Rathskeller is located to use the bathrooms. Non-members may not enter the Rathskeller (bar) area or liquor locker room, or attempt to purchase alcoholic beverages from the bartender.

9. Any individual under the age of twenty one years of age shall not be allowed to consume alcoholic beverages at the event. **Anyone under twenty one years of age caught consuming alcoholic beverages at the event will result in the event being stopped, all guests instructed to leave and the police will be called.**

10. If you use FOE 871's ice carts for your event then you must empty them of all water/ice after your event is done that evening.

Failure of the Rental Party to obey the above rules and conditions may result in the Rental Party forfeiting its deposit and may be liable for additional damages.

Hall Rental Party

Board of Trustees

date

date