

# VFW Post 261 Jesse "Red" Mason Banquet Hall Rental Agreement

10550 Pendleton Pike, Indianapolis, IN 46236

Phone: 317-823-0481

Our Jesse "Red" Mason Banquet Hall is a great venue for company meetings, sales promotions, parties, wedding receptions, memorial services and family gatherings. **All Hall rentals require a \$100 refundable deposit in addition to rates listed below** Steam table rental deposit fee of \$50 includes a \$25 refundable charge. **Deposits are required in advance of event date. Deposits will not be refunded for cancellations less than thirty days from event date.**

Current Hall rental fees:      General Public - \$450.00      Post Members and Auxiliary - \$200.00  
   Active Military and Veterans - \$300.00      Steam Table - \$50.00

Entrances to the Hall are provided on the East and West side of the building. Restrooms have easy access from the Hall.

No under age 21 parties are permitted. According to governed rules by the State of Indiana, our Hall is a non-smoking area. Smoking is permitted in the Canteen. No one under the age of 21 is permitted in the Canteen. A valid ID is required.

We aim to provide an attractive, safe and family-friendly environment, and have established VFW Post 261 **House Rules**:

- No use of tape to hang decorations. Push pins may be used.
- Maximum Hall capacity is 110 people.
- VFW kitchen is not available to the public.
- No minors are allowed in the Canteen.
- No alcohol sales to minors or alcohol consumption by minors anywhere on Post property, including parking lots.
- No fighting or unruly language.
- No gaming in the hall. The VFW Post 261 is not responsible for any auctions, raffles or gaming not authorized by the Post Gaming License.
- No charging of admissions for events.
- Do not move the pool table. Moving pool table will result in forfeiture of deposit.
- **All alcohol beverages must be obtained from the Post Canteen.** Special requests and kegs must be ordered in advance and paid at the time of order. Evidence of alcohol on premises (including parking lot) that was not purchased from Post will result in immediate termination of event and evacuation of all guests with no refund of deposit or rental fees.



**Initial**

These rules are strictly enforced. Termination of the function without refund may result. The Canteen manager, bartender and members of the Post House Committee may terminate the function for failure to comply with house rules. In addition, Police may be called if warranted.

Persons responsible for party must complete the Agreement below:

Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Contact Phone Number \_\_\_\_\_ Nature of Event \_\_\_\_\_  
Event Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Steam Table: Yes / No  
Special alcohol or other requests: \_\_\_\_\_

Rental Rate: \_\_\_\_\_ (to be completed by VFW Post 261)

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
VFW Post 261 Agent Signature

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