



AGIF Mile Hi Chapter Board of Trustees Hall Rental Rates

	<i>Non-Member</i>	<i>Member*</i>	<i>Member Sponsored or Other GI Forum Chapter Member</i>	<i>Mile High Chapter Vets (Funeral Only)</i>	<i>Member (Funeral Only)**</i>	<i>Vet, Non-Member (Funeral Only)</i>
Rental Fee	\$500	\$250	\$350	\$0	\$150	\$100
Deposit	\$200	\$150	\$200	\$150	\$150	\$150
Cleaning Fee	\$75					
Use of Kitchen	\$25					
Bartenders	1 - \$15/hour; 2 - \$25/hour up to 7 hours					
A/V (projector, screen microphone, speakers)	\$75					
Audiovisual (microphone, speakers)	\$50					

Deposit is returned after hall is inspected for damage. Items that may impact the deposit is not throwing out the trash. If there is physical damage to the building (such as a hole in the wall, scratches on floor, etc.) the deposit is not returned. If the Forum has to pay someone to repair the building, those costs are passed on to the renter. This information is stipulated in the signed contract. Clean up fee is not returned. The fee is used to pay someone to clean the hall after rental.

Kitchen fee includes using the ice machine, using the stove and oven to heat food. The kitchen is not to be used for cooking food. If the renter enters the kitchen only to use the ice machine that is not considered using the kitchen. If food is catered and the kitchen is used to store items, that is considered using the kitchen. If the stove and/or oven are used, that is considered using the kitchen. The walk-in cooler is not available to renters. Under any circumstances the grill must not be used.

Alcohol and food must be consumed inside the building. ***NO ALCOHOL OR SOFT DRINKS SHALL BE BROUGHT INTO THE BUILDING.***

Members in good standing (dues up to date) rates apply for all events. The only exception is the rental for the funeral of a Mile High Veteran member.

Quinceaneras and High School graduation events are discouraged due to our liquor license regulations. If the hall is rented to include underage attendees, minors between the ages of 10 and 20 must leave the club by 10:00 p.m.; minors under the age of 9 must leave the club by 8:30 p.m.

*To get member rates, renter has to have been a member of the Mile High Chapter for at least 90 days (3 months).

**The funeral rates apply only Monday-Friday. If funeral is on a Saturday, the regular member rates apply.

The Board of Trustees and the Bar Manager of the AGIF-Mile High Chapter reserve the right to adjust the rental rates for individuals who rent the hall several times a year and refer another renter to the AGIF. In addition, the rates can be adjusted depending on the time of year.



Mile High

HALL RENTAL AGREEMENT

1717 Federal, Denver, Colorado 80204 (303) 455-3304

American GI
Forum (AGIF)
Chapter

THIS AGREEMENT is entered into on this (date) _____ between the AGIF Mile Hi Chapter (herein referred to as the “FORUM”) and (name of renter) _____ (herein referred to as the “Renter”) for use of the hall located at 1717 Federal Blvd, Denver, Colorado. This agreement applies only to the use of the hall area and bandstand. **It does not include the “bar area”.**

I. RENTAL INFORMATION:

Date of Rental:	Hours of Function: <i>(Reservations are not before 1:00 pm day of event)</i>
Type of Function:	Anticipated # of People: <i>(Maximum of 120 people allowed)</i>
Cost of Hall Rental:	# of Bartender(s): <i>(1 - \$15/hour; 2 - \$25/hour up to 7 hours)</i>
Pre-Rental Setup: <i>(\$30/hr prior to 1:00 p.m. day of event)</i>	Post Event Rental: <i>(\$30/hr)</i>
Damage Deposit: <i>(\$150/\$200)*</i>	Security Fee: <i>(if needed)</i>
Clean up Fee: <i>(\$75)</i>	Kitchen Fee: <i>(\$25)</i>
Screen, projector, microphone, speaker Fee: <i>(\$75)</i>	Microphone & Speaker Fee only: <i>(\$50)</i>

One half (½) of rental fee, plus full deposit is required at the time of signing. Booking will be held for 2 weeks prior to signing. Balance is due 28 days prior to the event.

***Deposit will be returned within 14 days after the event.**

Capacity varies on event hosted, seating arrangements and tables occupied for Hall Rental. Recommended capacity is 120 with 3 tables used for serving of any food and utensils, when no tables are being used for raffles items etc...

Baby showers and funeral receptions are able to seat 10-20 more guest due to no necessity of dance floor area.

II. CANCELLATION (Please initial each or mark N/A as applicable)

_____ The Renter agrees to give the Chapter a (4) week **Written** Notice of any anticipated cancellation of the scheduled event.

_____ If Renter fails to provide the required notification, any amounts paid for the rental of the hall will be forfeited and considered liquidated damages. (Liquidated damages are damages incurred by the Chapter due to the potential inability to rent the hall on the date of the cancelled event.)

_____ Any activity, including smoking, deemed to be illegal and contrary to any city, state or federal law or the rules and regulations of the Forum, will be grounds for immediate cancellation of the event, resulting in the forfeiture of any monies paid for the rental of the hall.

_____ Failure to pay the remainder of the hall rental agreement fee will result in an immediate cancellation of the event, subject to the required Notices above.

II. AUDIOVISUAL NEEDS

The AGIF has limited resources in audiovisual equipment. Below is the equipment available at the AGIF. The AGIF has to pay individuals with the expertise understanding the equipment. There is a charge for the use and setting up of the equipment. **The renter is not allowed to set up the equipment. Only AGIF personnel are allowed to set up the equipment.**

Audiovisual Needs:

_____ Microphone _____ Speakers _____ Screen _____ Projector
(\$75 for projector, screen, microphone & speakers; \$50 for microphone & speakers)

Media Type:

_____ Laptop _____ DVD/CD _____ Jump Drive _____ Other
Please specify: _____

A notice of 3-5 working days is required for Board of Trustees to attain services from the audiovisual needs. Be advised that equipment/services may not always be available.

III. PHYSICAL DAMAGES

_____ to the hall in excess of the damage deposit will be accessed to the Renter. Renter will lose his/her privilege to re-rent the hall in the future, if the damage is deemed to have been done intentionally. ***

***** (NOTICE: A member sponsoring non-members must sign this agreement and is bound by the hall rental rules and must be present for the entire event).**

IV. RULES:

_____ 1. No item or vehicle may block any entrance (fire code requirement). Entrance doors to the hall will be kept closed at all times, unless loading or unloading food, equipment or other items for use during the event.

_____ 2. No event will go beyond 12:30 a.m. We reserve the right to close the bar 20 minutes before that time. **THE HALL WILL CLOSE AT 1:30 A.M.**

_____ 3. The Forum's sound system is not available for use by the Renter. Renter must provide their own sound system.

_____ 4. **ALCOHOL AND FOOD MUST BE CONSUMED INSIDE THE BUILDING. NO ALCOHOL OR SOFT DRINKS SHALL BE BROUGHT INTO THE BUILDING.** (Renter may serve punch and/or coffee) **No alcohol will be allowed to be taken outside the building. No alcohol will be allowed in the parking lot.**

_____ 5. Renter is responsible for removal of all trash on the property.

_____ 6. **Balloons and streamers are allowed. Candles are not. No glitter or confetti. No staples, tacks or tape** are allowed on the walls, ceiling or tables.

_____ 7. Bonded Security may be required for any event of over 100 guests or more. Security, the Bartender, or the on-duty manager may discontinue any function because of safety concerns or a violation of these rules. Mile High Chapter reserves the right for approval of security company.

_____ 8. The Forum is not liable or responsible for property and items that are lost, stolen or damaged.

_____ 9. Renter and sponsor are responsible for the behavior of their guest; for adhering to this agreement; and informing responsible persons of these rules and guidelines.

_____ 10. Alcohol purchased for minors, or consumed by minors, is strictly prohibited. The Forum reserves the right to terminate this contract and the function for this violation. Any guest providing an alcoholic beverage to a minor will be immediately evicted. This may be cause to terminate the event.

_____ 11. **Age Requirements: Minors under the age of 21 not allowed without a parent or guardian. Minors between the age of 10 and 20 must leave the club by 10:00 p.m., minors 9 and under must leave the club by 8:30 p.m.**

_____ 12. **Children must be supervised at all times and are strictly prohibited from playing on the stage and in the parking lot.**

_____13. The Bar Manager and bartenders reserve the right to refuse service to any person.

V. KITCHEN, HALL USE AND CLEANING:

_____1. The kitchen may not be used, except for re-heating pre-cooked food. Renters' use of the grill is **not** allowed. Renter needs to make sure the refrigerator is cleaned after event.

_____2. The walk-in cooler is not available for use by the Renter,

_____3. Only food handlers and cleaning workers will be allowed in the kitchen.

_____4. Renter must provide their own pots, pans, crock pots, cooking and eating utensils, plastic ware, napkins, towels and large plastic trash bags. Trash, including food, will be placed in large trash bags, and disposed of in the outside dumpsters. Renter may use the deep sinks for washing all cooking items; however, Renter must provide its own soap and cleaning supplies. AGIF, Mile Hi WILL NOT provide the items listed above. IN NO EVENT, WILL ANY FOOD OR ANY OTHER ITEM BE PLACED IN THE GARBAGE DISPOSAL AND FOOD WASHED DOWN THE SINKS.

_____5. Renter will be responsible for removing trash. Items left in the kitchen and hall will be disposed of after the event, unless otherwise agreed. Stove may be used for reheating, but not for cooking purposes unless agreed to in advance. Renter makes sure the stove is clean (if needed) and must be turned off after usage.

_____6. All event food items MUST be removed from the premises.

_____7. Security-Damage Deposit will be forfeited if hall/kitchen is not cleaned after function.

8. Any guest who intentionally or accidentally activates the fire alarm system during the event may cause the forfeiture of the renter's Security Damage Deposit and the event may be terminated.

_____9. In No EVENT, MAY CHAIRS AND/OR TABLES BE DRAGGED OVER THE FLOOR. (A dolly will be provided for that purpose).

_____10. Renter will be charged \$50.00 for any bounced/insufficient fund(s) check. Additional charges may be assessed according to Colorado Law if Legal action is taken against renter. Charges may include court costs and attorney fees or any cost of business for the day.

INDEMNIFICATION: *Renter understands the FORUM is not liable for any injury(s), damage(s) or loss of property suffered by any person on the premises during the time of use of the hall. Renter agrees to indemnify the FORUM for all costs, damages and claims or actions brought against the FORUM as a result of any injury to any person on the premises during the time that it is being used by the Renter. This indemnification includes any claims relating to any alleged injury to any person or damage to or loss of any property, to include, any violation of this agreement.*

WARNING: THIS IS A VALID CONTRACT.

PLEASE READ IT BEFORE YOU SIGN

ACKNOWLEDGEMENT

We acknowledge that this is a valid contract consisting of five (5) pages. We acknowledge we read and understand the conditions, rules and possible cancellation provisions stated in this contract. We are entering into this contract with the American GI Forum, Mile Hi Chapter also known as the "FORUM" freely and voluntarily. Further we understand that should the FORUM have to legally enforce this contract and should they win, we will be responsible for its attorney's fees and costs.

How did you find out about our hall? _____

Print Renter Name:	Sponsor:
Address:	Phone#(s):
Date of Rental:	Time of Rental:
Cleanup Fee (\$75):	Damage Deposit (\$150/\$200):
Kitchen Cleanup Fee (\$25):	Security Fee (if applicable):
Hall Rental Fee: (including pre & post hall rental:	
Speaker, microphone, speaker, projector Fee: (\$75)	Bartenders (\$50)
Speaker, microphone Fee (\$50)	Amount Paid:
Balance Due:	Date Due:

Signature of Renter:

Received by:

AGIF Mile Hi Chapter, Trustee

Signature of Member Sponsor:

Date of Signing:

For Office Use Only		
Renter Name:		Date of Rental:
Address:	City, State, Zip:	
Date of Deposit:	Amount of Deposit:	Renter Check#:
Date of Deposit:	Amount of Cash Deposit:	Cash Amount:
Date of Returned Deposit:	Amount of Deposit Returned:	AGIFMHC Check#: