



Mile High Chapter of the American GI Forum Board of Trustees

Member Reservation Form

(Member must be current in their dues)

Members of the Mile High Chapter of the American GI Forum can use the hall on a Friday Night without the charge of rental fee. The only fees charged are a cleaning fee of \$100 if kitchen is used or \$75 without kitchen use. **There is a charge of \$50 for each bartender. NO EXCEPTIONS!** A refundable \$150 deposit is required.

Member Name:	
Responsible Individual:	Phone:
Date of Function (Check Calendar):	Time of Function:
Type of Function:	# of Attendees:
Time of Hall Usage:	# of Bartenders <i>(each bartender(s) \$50/each):</i>
Damage Deposit <i>(\$150)*:</i>	Cleaning Fee <i>(\$75 or \$100 includes Kitchen):</i>
Entertainment:	Cleanup Responsibility:
Speaker, microphone, speaker, projector Fee <i>(\$75):</i>	Speaker, microphone Fee <i>(\$50):</i>

*Deposit will be returned within 14 days of event.

Additional Details/Extended Services/Bartender/Waitress/Security etc.:

Time and availability is determined by the AGIF calendar. It is the user's responsibility to set up and decorate the day reserved. If the hall is available the night before (no activity or event scheduled) decorating is permissible. After the function, it is the responsibility of the user to clean up (trash thrown away and tables and chairs restored to original arrangement). Kitchen cleaned (dishes washed, stove cleaned and utensils put away), if used. Throw out trash, check appliances to make sure are turned off. Please provide your own paper products (plates, napkins, cups and utensils)..

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.

BAR/LOUNGE AREA NOT INCLUDED IN RESERVATION, UNLESS SPECIFIED IN WRITING

Pins, nails, markers, thumbtacks or transparent tape of any kind are prohibited on the walls or ceiling. BLUE masking tape must be used on the walls but needs to be removed during clean-up; failure to do so will result in loss of all or part of the damage deposit. Due to past severe damage to the ceiling tiles, we have installed white plastic hooks and wires to be used in hanging decorations. NO LIFTING OF TILES either. This destroys the edges of the files. NO CONFETTI.

TABLES AND CHAIRS MUST BE CARRIED OR WHEELED ACROSS THE HALL FLOOR. DRAGGING THEM DAMAGES THE FLOOR FINISH. ANYTHING BEYOND REASONABLE USE WILL BE ASSESSED AND DEDUTED FROM THE DAMAGE DEPOSIT. AN ADDITIONAL DAMAGE FEE MAY BE ASSESSED IF NECESSARY.

Please return to Bar Operations or bartender on duty. Reservation will be confirmed once a contract has been signed and deposit received. Please check calendar for correct information.

Signature of Renter

AGIF Mile Hi Chapter (BOT Rep)

Date

Date