



Mile Hi Chapter of the American GI Forum Board of Trustees

Member Reservation Form

(Member must be current in their dues and in attendance at the entire function)

Members of the Mile Hi Chapter of the American GI Forum **may** 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 \$15/hr for each bartender. NO EXCEPTIONS!** The refundable \$150 damage deposit is required.

Member Name:	
Responsible Individual:	Phone:
Date of Function (Check Calendar):	Security:
Type of Function:	# of Attendees:
Time of Hall Usage From Open to Close: Set-up time (no more than 2 hrs. prior to open *)	# of Bartenders (<i>bartender(s) \$15/hr each</i>):
Damage Deposit (<i>\$150</i>) <i>Refundable within 14 days from event, if no damages identified</i>	Cleaning Fee: (<i>\$75 or \$100 includes Kitchen</i>):
Entertainment A/V Needs:	Cleanup Responsibility:
Speaker, microphone, screen, projector: Fee -\$75 Microphone and speakers, only: Fee- \$50	Empty trash

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

Time and availability are 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 **may** be 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 all are turned off. Please provide your own paper products (plates, napkins, cups and utensils).

Audiovisual Needs: Please mark as n/a if no A/V needed; check if requesting any of the following:

____ 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 15 working days is required for Board of Trustees to attain services for the audiovisual needs. (Be advised that technical staff and/or equipment may not be available at all times.)

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 may 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 DEDUCTED FROM THE DAMAGE DEPOSIT. AN ADDITIONAL DAMAGE FEE MAY BE ASSESSED IF NECESSARY.

Please return completed form to Bar Operations Manager 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 Date

AGIF Mile Hi Chapter (BOT) Date