

KEMPSVILLE BRANCH 99, FRA, INC PROPERTIES

Date of Arrangement _____

Contract # _____

This agreement entered into between K.EMPSVILLE BRANCH 99, FRA, INC., and

Name of Organization _____

Address _____

Phone Number _____ Person to Contact _____

Date & Day of Event _____ Approx. # in attendance _____

Type of Event _____ Deposit: \$ _____ Balance \$ _____

Beginning Time _____ Ending Time _____ Set-up Time: 30 Minutes prior to Event

For the Donation the Kempsville Branch 99, FRA, Inc. Building in the City of Virginia Beach, VA 23462 the following donation application.

- 1. Damage/Cleaning Deposit \$ 100.00
- 2. Building, ball room only (no kitchen) (\$75 per hr.) \$ _____
- 3. Building, ball room w/kitchen (\$75 per hr. + \$75) \$ _____
- 4. Alcohol Yes ___ No _____ \$ _____
- 5. Building must be clean
- 6. Renter must be out of building at ending times.

NO TABLE CLOTHS, WAITERS, HAT CHECK, BARTENDERS, ICE, SET-UP OR SECURITY WILL BE INCLUDED. THESE ITEMS MAY BE OBTAINED AT ADDITIONAL COST.

Payment must be made in full WITHIN 10 DAYS OF THIS CONTRACT DATE. The Donor Deposit will be applied to the donation. The Donor Deposit will be forfeited if booking is cancelled by the donor without 20 days prior notice to event. Donor to be responsible for any damages done to the building or its contents. The damage/cleaning deposit (\$100.00) will be refunded within 10 days after the event providing the premises and ground are left in the same condition as received less normal wear to the building, and the Building Manager approves the conditions of the premises.

SPECIAL RULES

- It will be necessary that you contact our rental manager's office at 499-6650 or 499-1155 two (2) weeks prior to your activity for any special arrangements such as table layout, etc.
- **ABSOLUTELY NO FOOD ALLOWED IN FOYER.**
- The use of ice machine is included when kitchen is rented.
- For the purpose of clarification, the kitchen will only include the use of kitchen facilities. Kempsville Branch 99, FRA, Inc. will not be responsible for furnishing cooking or eating utensils. **Kitchen and Tables must be left in a clean condition.**
- VA. ABC Board requires each user to apply for a license a minimum of (7) working days (Monday-Friday, excluding holidays) prior to the scheduled event date. ABC permit **must** be presented to the building manager prior to any beer, wine or liquor being brought into the building.
- No event runs past midnight.
- You are to furnish your own insurance. Our insurance will not afford protection to you or your patrons, guests, or organizations.

Kempsville Branch 99, FRA, Inc.

Date: _____

Accepted By: _____

By: _____

Date: _____

Kempsville Branch 99 reserves the right to cancel this contract with a 30-day written notice.

Make checks payable to:
DONATIONS TO KEMPSVILLE BRANCH 99 FRA, INC.

Return signed contract and check to:
357 EDWIN DRIVE • VIRGINIA BEACH, VA 23462
499-6650