

# POST 3788 HALL USAGE eff 3/31/2025

PRIORITY OF HALL SCHEDULING: Post and Auxiliary meetings, certain events, and entertainment as posted on the monthly calendar. Others wanting the hall on the date or time of these events are not normally approved but an exception **may** be possible (hall rental manager will coordinate). **NOTE:** Should a rental occur when the Post's entertainment is scheduled, such will be cancelled unless the renter pays for it.

Usage of the hall incurs additional financial cost to the Post (utilities, etc.). We are non-profit and cannot afford to donate for your personal event and at the same time maintain a facility for current and future veterans. Considering this and your budget, we have established a reasonable **suggested price schedule that is:**

**Members of the Public:** \$500 plus all other charges as specified herein.

**Post 3788 active members and Auxiliary** for retirements, reenlistments, memorials, and when the Club Canteen remains open to other members and guests, no charge; however, a donation of \$100 is **strongly** suggested to offset our costs. Active members of any other veterans' organization are \$200.00.

**Post 3788 active members and Auxiliary** for weddings, anniversaries, family gatherings, etc., \$200. Active members of any other veterans' organization, \$400.

**Cleaning Deposit:** \$250.00 is collected in advance and applicable for each and every scheduled event upon contract signing. This may be fully or partially refunded based on the cleanliness of the facility at the close of the event and/or if the event is cancelled. Areas used to be left clean as originally found. The bartender will be the inspecting official.

**Cancellation:** Once scheduled, \$125.00 forfeited (not-negotiable) via reduction of the cleaning deposit that is applied when the contract is signed.

**Kitchen Usage:** \$150 non-refundable when using stove and/or ovens and/or any of our supplies. The kitchen must be left as found; otherwise, the cleaning deposit may be forfeited. The bartender will be the inspecting official.

**Security Fee:** \$75.00 for 50+ persons, not-negotiable.

**Extra Bartender:** One bartender is normally on duty. Should another be requested in advance and/or added for a function of 50 or more, an additional charge of \$100.00 applies.

**Closed Facility Event** that will preclude others from accessing the Canteen during the hours of your event, \$1,000 additional to any negotiated arrangement.