

## VFW Post 3267 Rental Agreement Addendum 2

### Addendum 2 – Standard Event Hours Veterans of Foreign Wars Post 3267 Policies in effect as of July 15, 2022

#### Definition of Hours and Terms

**Non-Holiday/Holiday Hours:** Holidays Hours are based upon the normal Holiday Schedule for the New Orleans Metropolitan Area. See Notes for a non inclusive List of Holidays including Louisiana, New Orleans & VFW Special Events. If the Government Office or Schools are closed and it is not weather related, it is probably considered Holiday Fee Days/Hours.

**Standard Event Rental Hours:** Standard Event Rental Hours has the Event starting by 7 am and ending by 11 pm on the same date. The final start time for a Standard Event Rental without extra fees is 7 pm. ***No partial hours allowed, you will be charged for a full hour!***

**Night Time Fees:** For events ending past 11 pm on the same date, and/or going up to 1 am on the following date the Night Time per hour fees will be an additional charge as stated in Addendum 3 Event Fees.

***No partial hours allowed, you will be charged for a full hour! No Standard Event Rental will proceed past 1 am the following day!***

**Event Time:** Event Time is four consecutive hours starting between 7 am and 7 pm and ending by 11 pm on the same date. In order to help you meet your required departure time the light will be turned on 15 minutes prior to the scheduled end of the event. Music, Food Service, etc. must stop at the scheduled Event End Time. You will be in breach of contract/agreement if Event you are your guest continue past your scheduled end time.

Example: Event Starting at 7 pm and ending at 11 pm on the same date: Lights may be turned on at 10:45 pm signaling the time for guest to start their departure. By 11 pm only Tear-Down activities going past 11 pm will be considered a breach of the agreement/contract. At the discretion of the VFW Post Representative, they may grant a 15 minute waiver if guest are actively leaving.

**Setup Time:** Set up time is up to two hours immediately prior to the start time of the Event.

Example: If the Event start time is 5 pm, the set-up time can start as early as 3 pm on the same date with no additional charge.

**Tear-Down Time:** Is one hour immediately following the Event end time.

Example: If the Event end time is 11 pm, Tear-Down time will start at 11 pm on the same date and end at Midnight.

**Note 1:** Doors will not be unlocked and No Setup or Deliveries will be allowed unless the All Rental Fee including the Security Deposit is paid 30 days in advance. Failure to do so will result in a breach of contract/agreement. Example: \$200 Security Deposit & \$500 Hall fee requires \$700\* to have been paid 30 days in advance of Event Date. \*Any additional fees must also be paid 30 days in advance!

\*Note 2: For events with Alcohol, No Alcohol can be served or consumed on property before the scheduled event time. **A Harahan Police Detail Officer must be on site and have been paid in full for the Event to Start.**