

DRAFT: VFW Post 8555 Hall Renter Checklist

DRAFT. Not yet approved by the Post. There is no renter checklist on the Post NAS, so this was put together from the rules in the VFW Hall Rental Agreement (Apr 2026 and Jan 2026 versions). Items marked [CONFIRM] need the Commander or House Committee to fill them in or approve them.

VFW Post 8555 (Wilson County Memorial Post) · 715 Houston St, Poth, TX 78147 · (830) 484-7317 · vfwpost8555@gmail.com

1. Booking your date

- Check the hall availability calendar at vfwpost8555.com and pick a date.
- Send your request (online request form or vfwpost8555@gmail.com) with the date, the hall (Large or Small), BBQ pit yes/no, bar service yes/no, the type of event, and about how many guests.
- Read and sign the VFW Hall Rental Agreement.
- Pay the security deposit: \$150 for the Small Hall or \$350 for the Large Hall (Zeffy online). Your date is not reserved until the deposit is received.
- Hall rental is 10 AM to 10 AM the following day.

	Rent	Deposit
Large Hall (up to 550 guests)	\$1,200	\$350
Small Hall (up to 130 guests)	\$350	\$150
BBQ Pit (can be rented by itself)	\$50	none

2. Before the event

- Pay the rent and any BBQ pit fee (Zeffy). Rental payment is due 2 weeks prior to the event. Failure to pay on time forfeits the reservation and the deposit.
- Rent is non-refundable within 6 weeks of the event. To cancel, notify the Post in writing.
- Coordinate hall key pickup with the Commander.
- Bar service: tell the Post in advance if you want the Post bar.
- Bring your own kitchen utensils, serving supplies, and extra trash bags. The Post kitchen does not provide utensils or supplies.
- WiFi: a guest portal is available, but the Post does not guarantee WiFi compatibility with your devices, and it is not responsible if your equipment can't connect. Bring a backup (downloaded music or slideshow, or a phone hotspot).

3. During the event

- No smoking inside either hall. Smoking inside forfeits the deposit.
- No nails, tacks, or tape on walls, ceilings, or furniture. Hang decorations from the suspended ceiling using only the VFW-provided hanger clips.
- No glitter, including glitter balloons or confetti containing glitter. Glitter forfeits the deposit.
- Stay within the occupancy limit (Small Hall 130, Large Hall 550).
- Alcohol: The alcohol time rule applies to renter-hosted alcohol. Per the agreement, renters may serve free beverages only until 8:00 PM. After 8 PM, Post officers or appointed persons can serve until 11 PM.
- Guests must park at the building they are reserving or in the back.
- You are responsible for your guests, vendors, and anything you bring onto Post property.

4. Cleanup and walk-through (before you leave)

- Remove all decorations, tape residue, and personal items.
- Clean the kitchen: counters, sinks, and appliances you used. Empty the refrigerator or cooler of your items.
- Tables and chairs must be wiped, and chairs must be folded and laid on the tables.
- Sweep the floor and clean up spills. [CONFIRM whether renters mop]
- Bag all trash and put it in the outdoor dumpster.
- Clean the BBQ pit (if used) and pick up trash on the grounds outside the hall.
- Failure to clean up before 10 AM the following day forfeits the deposit.
- Turn off lights, fans, and AC or heat, and lock the doors. [CONFIRM thermostat settings]
- Return the keys and do the walk-through with the Post representative. [CONFIRM when: right after the event or the next morning]

5. Deposit refund

- The deposit is refunded after the walk-through if there is no damage and the hall was left clean with the trash out.
- Failure to clean up before 10 AM the following day forfeits the deposit.
- Refunds go back the same way you paid (Zeffy refund). [CONFIRM refund timeframe, e.g. within 14 days]

Questions? Call (830) 484-7317 or email vfwpost8555@gmail.com. Thank you for supporting VFW Post 8555. Every rental helps fund our veterans' programs.

AC units must be turned off every night.

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