

VFW POST 7925



FAIRFIELD, NJ

Thank you for holding your event at our VFW Post. By holding your event at our facility helps us continue to support both our Veterans and local community. We realize you have other choices of facilities, so we appreciate your patronage. Kindly review this document which has **important information you need to know** as well as answers to some questions that you may have.

ADDRESS

45 Plymouth Street
Fairfield, NJ 07004
(973) 227-9600
(833) 972-7279 (Text/Voicemail ONLY)

HOURS OF OPERATION

Wednesday & Friday Evenings
6:30pm - 9:30pm

EMAIL/SOCIAL

rentals@vfwpost7925.org
Venmo: VFW Post 7925
FB: VFW Post 7925
IG: @vfwpost7925

HALL INFORMATION

Hall Dimensions: 40' x 48' (1,920 sq.ft.)

Dance Floor Dimensions: 18' x 23' (414 sq.ft.)

Rectangle Tables: (10) 8' x 32"

Circular Tables: (12) 60" diameter

Chairs: 110

RENTAL INFORMATION

- Fees are \$850.00 for six (6) hours. A \$150.00 non-refundable deposit is required to hold your date. (\$250.00 if event is 30 or more days away). Deposit amount will go towards your final balance. If your rental falls on a Saturday, we provide three (3) hours the day before for setup/decorating provided we do not have an event that day. This is at no additional charge.
- Full payment is due prior to the start of your event. Payments can be made by cash, credit card or by Zelle and Venmo. **Checks are not accepted.**

Additional Time

Additional time for setting up or the event is \$50.00 per hour. You cannot extend your event the day of. This must be done in advance. Evening events **MUST** end by 10:00pm on Saturdays and 8:00pm on Sundays. **NO EXCEPTIONS**

- Guests have full use of the kitchen. However, due to insurance mandates, guests are not allowed to cook food on the stove top.
- The refrigerator is available for use. We also offer a stand-up freezer for the storage of bags of ice. We also have a bar cooler that may accommodate any oversized items.
- We offer a 9' rolling bar for your use. There are shelves behind the bar to store your drinks and drink supplies.

Bar in VFW Member Area

The bar outside of the banquet area is for VFW members ONLY. We cannot serve alcohol or any beverages to your guests during your event.

- Any staples, nails or industrial strength adhesives/tape when placing decorations on the walls are prohibited. All tape must be carefully removed off the wall when you remove your decorations. Please consult with us if you or your decorator are planning to hang anything or adhere anything to the walls beyond normal decorating. **No decorations are allowed on the center of the back wall, nor can be attached, adhered or hung to the ceiling, light fixtures or other existing fixtures within the hall. Existing fixtures cannot be removed or taken down.**
- **Absolutely no smoke machines, glitter or confetti of any kind is allowed whatsoever.** It is your or your decorator's or DJ's responsibility to ensure no glitter or confetti is brought into the facility or inside any balloons. **A \$250.00 cleaning fee will be assessed if glitter or confetti has to be cleaned up after your rental.**
- We offer a semi-private outdoor patio with seating for an additional charge of \$250.00. During colder months, patio heaters are also included. Please let us know if you would like this option for your event.
- If you are having a children's birthday or celebration, we do not allow bouncy castles. However, we have space to accommodate a soft play area.
- We offer white linen table cloth for round tables and blue linen table cloth for rectangular tables. We also have white spandex chair covers. Fees are \$60.00
- The guest or representative who signs the agreement form is responsible for **any damage to VFW property and by signing the rental form agrees to pay for any and all damages occurred.**
- We are a non-smoking facility. There is no smoking or vaping inside our facility.