



TownsendVFW.org

# Function Hall Rental Information

## Townsend VFW Post 6538

PO Box 207 • West Townsend, MA • 01474

Tel: 978•597•5644 Ext. 6

e-mail: PostManager@TownsendVFW.org

The Townsend VFW offers a large Function Hall and a comfortable atmosphere providing a perfect setting at a low price for your special occasion.

Weddings, Receptions, Birthday Parties, Family Reunions, Bar Mitzvahs, Fund Raisers - we can comfortably host and seat gatherings up to 100 and everything in between.

### Maximum Hall Capacity is 100 Persons

Function Hall rental for four (4) hours – Two Rentals available daily _____	\$225.00
<i>Morning/Afternoon rental times are 8am-4pm, Evening rental times are 6-11pm. 2 hour cleanup between.</i>	
One bartender for up to 75 guests _____	\$50.00
Additional bartender fee (75 guests & above requires two (2) bartenders) _____	\$25.00
Minimum beverage purchase – less than 40 guests - \$100.00, 40 or more guests - \$150.00	
<i>If minimum beverage purchase is not meet you will be required to pay the difference at the end of your function.</i>	
<b><u>*NEW* Townsend Law for one (1) day Liquor License now Requires a 30 day notice.</u></b>	
Children’s birthday party for three (3) hours (age 12 and under) _____	\$150.00
Funeral reception (payment due before or day of gathering) _____	\$100.00
Linen Tablecloths (each – White) _____	\$4.00
Linen Chair covers (each – White) _____	\$2.00
Linen Napkins (each – White) _____	\$.50
Color Linen Tablecloths (each) <u>3 week notice required.</u> _____	\$5.00
Use of Kitchen (refrigerator, oven, stove top, microwave & dish washing) _____	\$40.00
Deposit (non-refundable). Deposit Must Be Made Within Five (5) Days of Reservation _____	\$50.00

### Balance due 2 weeks prior to function

**Hall closing hours: Sunday – Thursday 10:00pm / Friday & Saturday 12:00am.  
The Function Hall fee includes a one (1) hour prior setup, the rental time and clean up time.**

- All food brought in must be fully prepared. The use of the stovetop, oven and microwave are for warming the food only.
- All beverages including soda, beer and liquor must be purchased through the VFW. Soft drinks may be provided by renter if No bartender is used. **No Alcohol may be brought into or leave the Function Hall.**
- The Hall is expected to be left in the same condition as rented.
- The manager will inspect the room for cleanliness and damage after the function. Extra charges for cleaning or damage will be billed approximately 7-10 days after the event.

*Thank you for your interest in Townsend VFW Post 6538*