

## **RENTAL HALL POLICY**

We are located at 2535 Veterans Dr., Wilmington, DE 19810. Only 10 minutes from I-95 or Rt. 202 off Naamans Road in Brandywine Hundred.

The banquet hall is set up normally to seat approximately 100 – 150 guests. The legal seating capacity is rated at 150 people.

A podium and sound system with microphone and speakers can be made available for your use.

At the back of the room is adequate space to provide buffet setup for your catering needs. The buffet area is 10 feet from the kitchen where your food can be warmed; There is absolutely NO cooking in the kitchen.

The banquet hall has its own bar area for your guests. A properly attired bar tender will be provided to attend to your guests. See Bar options for fee schedule.

The banquet hall can be entered from its own private entry from the front of the building. This entrance creates a perfect greeting or attendance check area.

A deck area is provided just off the banquet hall area to accommodate rental hall smoking guests. In addition, smoking is allowed in the parking lot. No smoking is allowed in the banquet hall.

Safety is important to us and there are three separate emergency exits to speed exit from the building should the need arise. We also have an AED device and trained staff on site to accommodate a medical emergency that might arise.

Parents are responsible to watch their children. Children are not allowed to be outside the banquet hall area without parental supervision. Running outside in the parking area and drive areas is strictly prohibited. Climbing on railings and guardrails on the property is strictly prohibited. If this behavior is observed, staff will caution one time only. After the second caution, the children and parents will be asked to leave the premises.

As with any rental property, we have certain rules and regulations that must be followed when renting the banquet facility. The following pages detail the rules and regulations that relate to rental of the banquet hall.

## DEL VET'S RESTRICTIONS

When renting the banquet facility at Del Vets, Inc., the following restrictions are strictly adhered to:

- No Alcohol may be consumed in the parking lot.
- No pets or animals of any kind are allowed in the building with the exception of Legal Service Dogs.
- No sexual or criminal activity will be tolerated in the facility, hallways, bathrooms or other areas in the building. The staff or bartender(s) reserves the right to shut the event down, if they see any Title 11 (criminal activity), Title 16 (drugs) or Title 4 (liquor) activity or violations under Delaware Law.
- No candles may be burned in the banquet hall, with the exception of wedding or birthday candles, which may be used for photographs.
- Absolutely NO cooking in the kitchen

## FEES and COSTS

Rental Fees (as of 2014)	Guest
4 hour rental (up to 100 people)	\$600.00
4 hour rental (100+ people)	\$650.00
Refundable Security deposit	\$100.00
Funeral (2 hours)	\$300.00
Funeral Bar Fee: minimum: Under 100 people 20% gratuity Over 100 people 30% gratuity	\$150.00

**\*\* MEMBERS SEE RENTAL COMMITTEE MEMBER FOR PRICING\*\***

A down payment of **\$100.00** must be made to reserve the Banquet Hall date (which is non-refundable), and that the balance must be paid in full 60 days prior to the event. Additionally A Security Deposit of **\$100.00** will serve for damages to the premises or equipment therein and will be refunded within three weeks if no damage occurs.

## CANCELATIONS / REFUND POLICY

The down payment of \$100.00, to reserve the hall rental date, is **non-refundable**.

### HALL DECORATING

Decorating of the hall is allowed, and generally available for 1 to 2 hours on the day of your event. If more time is needed, alternate arrangements may be made to accommodate your decorating request. However, generally all decorating is done the day of the event.

The staff of Del Vets, Inc. will organize and set-up tables with white paper table coverings and chairs to accommodate your guest count.

**No tacks or scotch tape is allowed on the walls.**

**No decorations may be hung from mirrors or wall lights.**

No candles may be burned in the hall. (Exception: wedding or birthday candles, which may be used for photographs.)

No decorations will be allowed on or from the ceiling.

No adhering of anything to the floor.

No sand in the hall.

Balloons may be used. Balloons may be brought into the hall the day of the rental.

All decorations must be removed immediately after your event.

If decorations are not removed after your event, you may jeopardize your security deposit of: \$100.00, and the loss of all your decorations.

Renter must clean up after the event. Putting all trash in containers before leaving.

Renter must remove all food after your event from the building.

### ALCOHOL

**No Alcoholic beverages may be consumed by anyone under 21.** If security personnel or any Delaware Veteran member observes alcohol consumption by anyone under 21, the immediate group and the offending underage person will be asked to leave the premises.

**The Bartender has the authority to close down a rental.**

**No alcohol is allowed outside the building.**

**Renter or their guests are not allowed to bring in their own water, sodas, beer, or alcohol.**

No glassware or bottles are allowed outside the building or in the parking lot.

## **BAR SERVICE**

Alcohol Service can be provided on a “cash” basis or “tab” basis. Del Vets Bar option will be open for only a 4 hour rental period.

Open or Tab Bar: A bar at a special function at which the drinks have been paid for by the host.

Cash Bar: A bar at a social function at which guests buy drinks. Each customer will be charged for his or her drink in the normal manner.

We will provide a bartender for your guests for a four hour bar service. The bar fees are as follows:

### **BAR OPTION and FEES. (as of April 2018)** **Non Member Bar Pricing**

Cash or Tab Bar with 100 people	Minimum charge \$300.00 + 20% gratuity
Cash or Tab Bar with 100+ people	Minimum charge \$300.00 + 30% gratuity
Open-bar - Lower shelf	\$16.00 per person + 10% gratuity
Open-bar - Top shelf	\$18.00 per person + 10% gratuity

**\*\*MEMBERS: SEE RENTAL COMMITTEE MEMBER FOR PRICING.\*\***

### **REGULAR BAR INCLUDES** **(subject to change)**

**Draft Beer**: Yuening, Coors Light, Miller Lite

**Bottle Beer**: Budweiser, Bud Light, Miller Light, Coors Lite, Michelob, Michelob Ultra, Heineken and Corona, Dogfish 60 Minute, Warsteiner, Heineken Light, Yuengling, Buckler

**Liquor**: Popov Vodka, Sky Vodka, Calvert Gin, Beefeaters Gin, Windsor Canadian, Canadian Club, VO, Old Granddad, Southern Comfort, Bacardi Rum, Captain Morgan Spiced Rum, White & Green Crème De Menthe, Christian Brothers Brandy, Poncho Villa Tequila, Ron Rico Rum, Flavored Vodka, J&B Scotch,

**Wine**: House Wine - Red and White

**Soda**: Coke, 7-up, Ginger-Ale, diet Coke, Cranberry, OJ, iced tea, lemonade and water

**TOP SHELF BAR INCLUDES ALL THE ABOVE PLUS:**  
(subject to change)

Tanqueray Gin, Jack Daniels, Absolut Vodka, Kahlua, Dewars Scotch, Jameson Irish Whiskey, Ameretto, Sambuca, Crown Royal, Gray Goose Vodka, Drambuie, Grand Marnier, House wine

\* Other Liquor's, Draft Beer and Bottled Beer may be added by request in substitution of those listed above. If a requested item is not a stock item for us, an additional charge may be added.

**PARKING**

Parking is limited in the Post parking. Parking along Veterans drive is limited to the right side as you drive towards the Del Vets Banquet Hall. The parking lot and entrances are monitored by cameras for the protection of members and rental guests.

**CATERER'S**

Names of Caterer's that are familiar with our facilities will be provided upon request.