



Bozrah Volunteer Fire Company, Inc.

Hall Rental Agreement



This agreement is made and entered into this _____ day of _____ by and between the Bozrah Volunteer Fire Company, Inc (hereinafter referred to as BVFC) and _____ (hereinafter referred to as the RENTER). The Facility will be used for the purpose of _____ on _____ (Date of Event): _____ . Time of Rental _____ to _____ .

1. Payments:

- a. Reservations will not be held until the full \$100.00 security deposit is provided to the Bozrah Volunteer Fire Company, Inc.
- b. Deposit checks shall be post dated for the day of your event and made payable to "Bozrah Volunteer Fire Company, Inc." the deposit shall be held by the BVFC Hall Coordinator and shall be applied toward the repair and/or replacement of any property damaged, lost, or destroyed during the event.
- c. The deposit **shall not** be credited toward the use of the facilities.
- d. If there is no damage, loss, or destruction of the property sustained during the use of the facilities, the deposit will be returned within 5 business days, once an inspection of the facilities has been completed by the Coordinator or his/her designee.
- e. Payment in full for the actual facility usage is due prior to the commencement of the event. Access to the facility will not be granted unless such payment in full is made. Payment will be in the form of cash or cashier's check for the agreed rental amount.

2. Cancellations:

- a. Cancellations by the RENTER at least one month prior to the date of use will result in a refund of the \$100.00 security deposit.
- b. Cancellations of less than 1 month of the scheduled rental will result in a forfeiture of the \$100.00 security deposit.

3. RENTER agrees to abide by the following rules for use of the Facility:

- a. RENTER assumes full responsibility for the event. RENTER is further responsible for enforcing all terms of this agreement. The RENTER shall take good care of the facility during the event.
- b. There is **NO Smoking** in the facility. Smokers are asked to use the ashtray located in the parking lot.
- c. The occupancy of the hall is 110 people.
- d. Parking is available for guests' vehicles in the large lot ONLY. Parking in front of the building is prohibited. Vehicles improperly parked are subject to towing at the vehicle owner's expense.
- e. Decorations must be free standing or attached to tables. Nails, tape, and other fasteners may not be used to attach decorations, signs, or other items to the walls, windows, floors, ceilings, or other permanent parts of the structure.
- f. The use of confetti and/or glitter is prohibited.
- g. Candles are NOT ALLOWED (the only exception to this are candles on cakes).
- h. Any use of alcoholic beverages is limited to applicable local, state, and federal laws. Under no circumstances will anyone under the age of 21 be permitted to consume alcohol.
- i. The kitchen may only be used to heat and store food. No cooking is permitted. Stove gas valve MUST be turned off when done using stove and or oven. All spills must be cleaned.
- j. Disposable items (table covering, plates, cups, napkins, etc.) must be provided by the RENTER.
- k. RENTER may use kitchen utensils, pots, pans, etc however; they must be cleaned and put away at the conclusion of the event.
- l. RENTER agrees to pay to the BVFC on demand the cost of making any repairs to the facility resulting from misuse or neglect during the rental period. Liability for damage is NOT limited to the amount of the security deposit. Any repairs will be made by a contractor selected at the sole discretion of the BVFC.
- m. All RENTER property must be removed from the facility immediately following the conclusion of the event, failure to do so will result in rental charge for the following day. The BVFC will not be held responsible for any lost or stolen items.
- n. No persons are permitted to enter any unauthorized area of the firehouse. No persons are permitted to enter the apparatus bay area where emergency vehicles are stored unless accompanied by a representative of the BVFC.
- o. Live bands are prohibited.

- p. With concurrence from the BVFC hall coordinator, the RENTER may choose to pay a \$75.00 cleaning fee to relieve them of the responsibility of cleaning the facility at the conclusion of the event.

Renter Chooses to waive their cleaning responsibilities and will provide a cleaning fee of \$75.00 on the day of event with associated rental fees. Renter acknowledges by Initialing _____.

- q. If the RENTER chooses to conduct the cleaning themselves. Cleaning will be conducted at the conclusion of the event. The renter will be responsible for insuring that:

Hall, kitchen, and restrooms are swept and mopped.

All leftover food is removed from premises.

All dishes are washed, dried, and put away in their proper location.

All lights must be turned off at the conclusion of the event.

All windows are shut and locked.

Gas valve to stove is second checked to the off position.

All trash cans must be emptied and clean.

Trash must be put in the plastic bags provided and placed inside of the dumpster in the parking lot.

4. RENTER shall indemnify, defend, and hold harmless the Bozrah Volunteer Fire Company, Inc , its members, officers, trustees and agents from any and all losses, costs and claims of any kind whatsoever arising from or incidental to RENTER's use of the Bozrah Volunteer Fire Company, Inc. Hall.

I have read this contact consisting of 3 pages in its entirety, initialed all required items and fully understand the contents.

Signed and agreed this _____ day of _____, 20_____

RENTER security Deposit \$ _____ RENTER fee amount \$ _____

RENTER signature: _____

Printed Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (Day) _____ (Cell) _____

E-mail: _____

For the BVFC: _____

Mail *original* signed agreement and Post Dated Security Deposit check to:

President
Bozrah Volunteer Fire Company
P. O. Box 2
Bozrah, CT 06334

