



# BOZRAH VOLUNTEER FIRE CO., INC.

## HALL RENTAL AGREEMENT

This agreement is made and entered into this day of by and between the Bozrah Volunteer Fire Company, Inc. and herein after referred to as the renter.

The facility will be used for the purpose of \_\_\_\_\_

to be held on \_\_\_\_\_ beginning at \_\_\_\_\_ and conclude at \_\_\_\_\_

Please initial each page after reading.

I am requesting the use of the stove and /or oven to warm food only:      **Yes**      **No** (*circle one*)

I am requesting the use of the stove and oven for use in catering at this event:      **Yes**      **No** (*circle one*)

I will be cleaning the facilities after use:      **Yes**      **No** (*circle one*)

If no, \$60.00 will be added to the total cost for cleaning fees. ***Initial Here*** \_\_\_\_\_

### FEES

1-40 People: \$200.00

41-80 People: \$250.00

81-120 People: \$300.00

Use of Stove: \$10.00

Department Members / Town Organizations: \$25.00

### PAYMENT

The Renter must be at least 21 years of age and be present during the entire rental. The full payment is required the day of the rental.

Payment by check will be payable to Bozrah Volunteer Fire Co, Inc. The check will include all payments of rental due, including cleaning, and/or stove if applicable.

If damage occurs during the rental, the renter agrees to pay to the Bozrah Vol. Fire Company on demand any additional cost of making any repairs to the facility resulting from misuse or neglect during the rental period. Any repairs will be made by a contractor selected at the sole discretion of the Bozrah Vol. Fire Co.

## CANCELLATIONS

A full refund will be given for any cancellation made at least 3 days prior to the date of the scheduled rental. Cancellations with less than 3 days notification prior to the scheduled rental will result in a loss of deposit. Cancellations due to weather will receive a full refund or the renter's event may be rescheduled if the renter chooses.

The Bozrah Vol. Fire Co. reserves the right to cancel any rental due to an emergency at any time without notice. If cancellation is necessary, all fees will be refunded in full.

The Bozrah Vol. Fire Co. reserves the right to cancel/terminate any event if it is found that the renters have or are violating any laws or conditions in this contract in any way. In such case, no refund will be provided.

## RESPONSIBILITIES

The renter assumes full responsibility for the event and enforcing all terms of this agreement and agrees to take utmost care of the facility during the event.

The renter will be present at all times during the event.

There is **NO smoking in the facility**. Smokers are asked to use the smokers outpost located in the large parking lot.

The occupancy of the hall is 120 people.

The only parking available is in the large lot **ONLY**.

Parking in front of the building or in the small lot is prohibited.

Vehicles improperly parked are subject to towing at the vehicle owners expense.

We prefer that decorations be free standing or attached to the tables. However, if items are placed on the walls it is required to use **"painters tape"** only. The use of nails, tacks or gum type glue or other fasteners may not be used to attach decorations, signs or other items to the walls, windows, floors or ceilings. Painter tape is the **ONLY** authorized use for securing items to anything.

The use of **CONFETTI AND/OR GLITTER IS PROHIBITED**.

The use of open flame is prohibited with the exception of votive candles, cake candles and sterno. The use of alcohol is limited to applicable local, state, and federal laws.

Under no circumstances will anyone under the age of 21 be permitted to consume alcohol.

The stove may only be used to warm food only unless additional fees are paid. Prior notification must be made at the time of the rental for stove usage. The fryers and griddles are not available for use. At no time, once the stove is lit, will the renter leave the premises.

All Caterers must provide their own utensils, pots, pans and dishes.

Any group providing food to the general public are required to obtain all applicable Uncas Health District licenses and are responsible for scheduling and payments for all required inspections.

If the stove and/or oven are used, it must be lit by a member. The main gas valve **MUST** be turned off when finished with the stove, not at the end of the event.

Disposable items (table paper, plates, cups, napkins etc.) must be provided by the renter.

Renters may use kitchen utensils, pots, pans with prior notice. However, they must be cleaned and put away at the conclusion of the event.

All renter property must be removed from the facility immediately following the event unless arrangements have been made with the Bozrah Vol. Fire Co. representative. Failure to do so will result in a rental charge the following day.

The Bozrah Vol. Fire Co., Inc. will not be held responsible for any lost or stolen items.

No persons are permitted to enter any other area of the firehouse outside of the Hall unless accompanied by a member of the Bozrah Vol. Fire. Co., Inc.

The use of fog and/or smoke machines are prohibited.

The event attendees shall not congregate outside of the building. Please respect our neighbors. In the event that a complaint is made, the event will be terminated immediately.

In the event of an emergency, (i.e. fire alarm), all personnel will exit the building and await the arrival of a member of the Bozrah Vol. Fire Co. to arrive and ensure the building is safe to reenter.

### **CLEANING**

All cleaning supplies i.e. trash bags, disinfectant, floor cleaner are located in the cabinet next to the sink. Brooms, mops and dustpans are located in the closet to the right of the restroom entrances. The mop bucket may be filled from the sink by using the hose located at the sink. Mop water may be left to be emptied by the inspector the following day.

The following items must be complete at the conclusion of your event:

Hall, kitchen, restrooms swept

All leftover food removed from premises.

All dishes washed, dried and put away in their proper location. All lights turned off.

All windows shut and locked.

If the stove/oven was used, the gas valve is in the off position.

All trash cans emptied including bathrooms, and a new bag installed.

Trash must be placed inside the dumpster in the parking lot and dumpster relocked.

Entrance door is locked and the key is placed on the stairs.

If allowed to operate the thermostats, the heat is to be set on 55, air conditioning 70 when the event is finished.

I have read this contract in its entirety and I agree to indemnify, defend, and hold harmless the Bozrah Volunteer Fire Company, Inc., its members, officer, trustees and agents from any and all losses, costs, and claims of any kind whatsoever arising from or incidental to renters use of the Bozrah Volunteer Fire Company, Inc. Hall.

Signed and agreed this day of \_\_\_\_\_, 20 \_\_\_\_\_

Signature of Renter: \_\_\_\_\_

Printed Name of Renter: \_\_\_\_\_

**Fees**

Rental Amount: \$ \_\_\_\_\_

Cleaning Fee: \$ \_\_\_\_\_

Stove Fee: \$ \_\_\_\_\_

**Total Payment Due: \$ \_\_\_\_\_**

**Renter Contact Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mail contract and check to:

**Bozrah Volunteer Fire Company, Inc.**  
**Attn: President / Hall Rental**  
**PO Box 2**  
**Bozrah, CT 06334**