

Bozrah Volunteer Fire Company, Inc.

Hall Rental Agreement

This agreement is made and entered into this _____ (Day) of _____ (Month/Year) by and between the Bozrah Volunteer Company, Inc and _____ (full name of Renter) herein after referred to as the (Renter). The Facility will be used for the purpose of _____ (Type of Event) to be held on the _____ (Date of Event) at beginning at _____ (Start time) and conclude at _____ (End time).

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). If yes, add \$150 to the total cost.

I will be cleaning the facilities after use. Yes / No (Circle one.) If no, add \$100 to the total cost for cleaning fees.

1. Payments and Fees

a. The renter must be at least 21 years of age and be present during the entire rental. Once the reservation has been made by phone, it will be held for one week. If this signed agreement and full payment have not been received by the end of the seventh day after verbal confirmation of a reservation, the requested reservation will not be held. And that date will become available for rent to another party. If payment is made by check, the check will be payable to "Bozrah Volunteer Fire Company." The check will include all payments of security deposit, rental, cleaning and catering fee if applicable.

b. If damage occurs during the rental, the renter agrees to pay to the Bozrah Volunteer 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 Volunteer Fire Company.

2. Cancellations

a. A full refund will be given for any cancellations made at least one week prior to the date of the scheduled rental.

b. Cancellations with less than one week notification prior to the scheduled rental will result in a forfeiture of \$100. The remaining fees will be mailed to the renter.

c. Cancellations due to weather will receive a full refund or the renter's event or if the renter chooses the event will be rescheduled.

d. The Bozrah Volunteer Fire Company 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.

e. The Bozrah Volunteer Fire Company 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 a case, no refunds will be provided.

3. 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.

- a. The renter **will be present** at all times during the event.
- b. There is **NO Smoking** in the facility. Smokers are asked to use the smokers outpost located in the large parking lot.
- c. The occupancy of the hall is **120 people**.
- d. The only parking available is in the **large lot ONLY**.
- e. Parking in front of the building or in the small lot is prohibited.
- f. Vehicles improperly parked are subject to towing at the vehicle owner's expense.
- g. We prefer that decorations be free standing or attached to 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. Painters Tape is the only authorized use for securing items to any thing.
- h. The use of **confetti and or glitter is prohibited**.
- i. **Open flame of any type is prohibited** with the exception of candles for cakes or stereo.
- j. Use of alcohol is limited to applicable local, state, and federal laws.
- k. Under no circumstances will anyone **under the age of 21 be permitted to consume alcohol**.
- l. The Stove may only be used to **warm food only** unless additional fees are paid. However, prior notification must be made at the time of the rental for stove usage. The Fryers or griddle is not available for use. All food must be precooked and at **no time** once the stove is lit will the renter leave the premises.
- m. If the facilities are used for catering an additional fee of \$150 will be required and prior notification / permission is obtained.
- n. All Caterers must provide their own utensils pots, pans and dishes.
- o. Any groups 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.
- p. If the stove or oven is used, the main gas valve **MUST be turned off when done using the stove**. Not the end of the event.
- q. Disposable items (table covering, plates, cups, napkins, etc.) must be provided by the renter.
- r. Renter may use kitchen utensils, pots, pans, with prior notice. However; they must be cleaned and put away at the conclusion of the event.

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

t. The Bozrah Volunteer Fire Company, Inc. will not be held responsible for any lost or stolen items.

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

v. Live bands are prohibited (no exceptions).

w. The use of fog and or smoke machines is prohibited.

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

y. 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 Volunteer Fire Company to arrive and ensure the building is safe to reenter.

4. 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 completed at the conclusion of your event.**

a. Hall, kitchen, and restrooms are swept and mopped.

b. Stairs to hall entrance from large parking lot swept and mopped.

c. All leftover food is removed from premises.

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

e. All lights must be turned off.

f. All windows are shut and locked.

g. If the stove or oven was used, the gas valve to stove is checked that it is in the off position.

h. All trash cans emptied including bathrooms and new bags installed.

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

j. Door at top of stairs is shut.

k. Entrance door is checked locked and key is placed on stairs.

l. If allowed to operate the thermostats, the Heat if used is set to 62 degrees when event is finished or the Air is set to 68 degrees when event is finished.

I have read this contract consisting of 4 pages in its entirety and 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.

Signed and agreed this _____ day of _____, 20____.

Signature of Renter: _____

Printed Name of renter: _____

Fees:

Rental amount \$ _____

Cleaning fee \$ _____

Stove fee \$ _____

Total payment \$ _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: (Day) _____ (Cell) _____

E-mail: _____

For the Bozrah Volunteer Fire Company: _____

Mail this agreement and check to:

President

Bozrah Volunteer Fire Company

P. O. Box 2

Bozrah, CT 06334

www.bozrahfire.org