

**REEDSVILLE VOLUNTEER FIRE COMPANY
16 FIREHOUSE BOULEVARD
REEDSVILLE, PA 17084**

FACILITY RENTAL AGREEMENT

Event is confirmed ONLY upon receipt of the Facility Rental Agreement, half of the rental fee, and the Security Deposit,

Contact Person: _____

Organization: _____

Address: _____

Telephone: _____ Fax: _____

Date(s) of Event: _____

Time (including set-up and take-down/cleanup): _____

Number of Guests: _____ (capacity is 340)

Best description of the event: _____

A Security Deposit in the form of a check made payable to: "Reedsville Volunteer Fire Company" AND a deposit in the form of a separate check for one-half of the rental fee, must accompany this Agreement. The check for the Security Deposit will not be deposited unless damage occurs during the event or it is found not to be cleaned properly. If no damage is present and the facility is cleaned properly after the event, the Security Deposit check will be returned to you within 30 days.

Payment in full must be received 30 days prior to the event. If the rental fee is not paid in full 30 days prior to the event, the fire company has the right to rent the facility to another party and your security deposit and partial rental fee will not be returned.

The security deposit will be forfeited in the event there is damage to the hall or any other Fire Company property during the event. The Licensee will also be responsible for any costs for damage that exceeds the amount of the Security Deposit.

The Reedsville Volunteer Fire Company hereby grants _____ (herein after called the Licensee) permission to use the facilities as outlined, subject to the terms and conditions of the Agreement and affiliated documents contained herein and attached hereto all of which are part of this Agreement.

The undersigned has read, and on behalf of the Licensee, agrees to be bound by this Agreement and the terms and conditions herein, and attached hereto, and hereby warrants and represents that he/she executes this Agreement on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature.

PERSON RESPONSIBLE FOR EVENT: _____

Signature: _____

Licensee Initial: _____

HALL RENTAL FEES

Monday through Thursday - \$100 plus a \$50 security deposit

Friday - \$300 plus a \$200 security deposit

Saturday - \$500 plus a \$200 security deposit

Sunday - \$150 plus a \$100 security deposit

Sunday through Thursday - 6 hour rental for one-half of normal rental rate

SPECIAL EVENTS

Wedding receptions \$700 (Friday & Saturday) plus a \$200 security deposit

Banquets \$500 plus a \$200 security deposit

Rental of Beer Tap System - \$50

Cleaning Fee \$150 paid in advance if you choose not to clean the facility yourself

Rental Fee \$_____ (one-half due at time of booking the event)

Rental of Beer Tap System \$_____ (due at time of booking)

Cleaning Fee \$_____ (due at time of booking)

Total Due: \$_____

Security Deposit \$_____ (Separate Check due at time of booking)

Checks payable to: Reedsville Vol. Fire Company
 c/o Teresa King
 114 Pine Street
 Reedsville, PA 17084

Please call Teresa King with any questions or concerns at 717-667-6110 or 717-994-6010

THERE IS A \$50 FEE CHARGED FOR ANY RETURNED CHECKS

TERMS AND CONDITIONS OF FACILITY RENTAL AGREEMENT

The Reedsville Volunteer Fire Company reserves the right, entirely at its discretion, to accept or reject any application for the use of the facility or area under its jurisdiction.

- i. The complete control of the facility and equipment shall at all times remain in the Fire Company through its management, supervisory, custodial and maintenance employees, excluding contents supplied by the LICENSEE or its members.
2. The LICENSEE shall obey and observe all laws and regulations of the Township of Brown, County of Mifflin, and the State of Pennsylvania.
3. The LICENSEE is responsible for arranging their catering service and for the full cost of all materials necessary for the event - i.e. linens, cutlery, china, food, beverages, etc. Caterers can only provide, not serve in accordance with the Pennsylvania Food Code, Chapter 46. Caterer must provide the Licensee and the Fire Company with a copy of their valid license from the Pennsylvania Department of Agriculture. The Reedsville Volunteer Fire Company will not be responsible or liable for any food prepared or served during this event.
4. The Reedsville Volunteer Fire Company will clean and clear the rental space in its entirety, in accordance with its standard practices prior to the event set up.
5. The LICENSEE or affiliated caterer shall clean the rental space in its entirety following completion of the event to the satisfaction of the Fire Company.
6. It is further agreed that the Reedsville Volunteer Fire Company reserves the right to terminate this Agreement, to claim all costs of breach against the LICENSEE, to prosecute or suspend, or otherwise penalize the LICENSEE or other representatives for violation of the conditions contained herein.
7. The LICENSEE shall ensure:
 - a. That the maximum number of persons using the facilities shall not exceed the approved capacity of the facility in use, which is 340;
 - b. That law and order is preserved;
 - c. That no alcoholic beverages will be permitted on the premises unless expressly provided herein;
 - d. That the type of program or entertainment to be provided during the term of license by the Licensee shall at all times conform with the local ordinances of the Township of Brown. Amplified music may be permitted with prior consent from the Fire Company;
 - e. That vehicles will only be parked in designated parking areas, which are located at the rear of the building. Any vehicle parked in front of the building will be towed at the owner's expense;
 - f. That no changes or alternation shall be made to the facility unless expressly permitted and provided for in this Agreement. No tape or other attachments are permitted on the walls, windows, ceilings, metal or glass doors;
 - g. That fog machines and confetti are not permitted on the premises;
 - h. During the event and at the end of the event, all garbage must be removed from the kitchen, washrooms, and other common areas that were utilized. All garbage is to be placed in the dumpster at the rear of the firehouse. Garbage cans and bags will be provided for your convenience. The exterior of the firehouse should also be checked for garbage, cigarette debris and/or damage;
 - i. Any broken glass, food or beverage spills must be attended to immediately;
 - j. Washrooms utilized must be left in reasonably clean condition;
 - k. That all items brought in for the event shall be removed from the facility by the end of the event, unless expressly provided herein.
8. The LICENSEE shall be financially responsible to the Reedsville Volunteer Fire Company in respect to any or all property damage or vandalism arising out of the use of the facility granted under this Agreement. Minimum charge for damage is \$50.00.

Licensee Initials_ _ _ _

9. The Fire Company does provide two types of tables (60 inch round and 96 inch x 30 inch rectangular) as well as chairs. All tables and chairs must be kept inside the building and put away at the end of the event. Please load the tables and chairs onto the appropriate carts and roll them to the storage area. **DO NOT** drag them across the floor;
10. The renter is responsible for arranging their catering service and for the full cost of all materials necessary for the event. i.e. linens, cutlery, plates, food and beverages;
11. Use of tobacco is not permitted anywhere in the building;
12. The Fire Company is not responsible for lost or stolen articles;
13. The renter is responsible for the conduct of all persons, including but not limited to guests, caterers, DJ's, entertainment and other independent contractors entering the building during the event;
14. Renter and guests are permitted to use the hall, kitchen, and restrooms. The appliances may be utilized by the renter or the caterer, with the exception of the deep fryer. Due to insurance requirements, the deep fryer is off limits to all renters and caterers. The deep fryer is to be used by the Fire Company only;
15. The renter, guests, caterers, or any other independent contractors are NOT permitted to enter the engine room at anytime as this area is restricted and for firefighters only;
16. The outside doors to the hall are to be kept closed at all times, unless the renter is using the door to load or unload their vehicle;
17. **DO NOT LEAVE** children unattended. **DO NOT ALLOW** children to run through the halls of the firehouse. **DO NOT ALLOW** children to wander around the parking lot unattended. **DO NOT ALLOW** children to run through the parking lot. **DO NOT ALLOW** children to climb, or attempt to climb, the fence around the detention basin at the rear of the facility;
18. If you do not want to clean the facility and put the tables and chairs away, an additional fee of \$150 must be paid prior to the event. Check must be made payable to the Reedsville Volunteer Fire Company;
19. The rental gives you the use of the facility for the entire day. All events must end by midnight and the facility cleaned and vacated by 1:00 a.m.
20. As we are located in a residential area, music/noise must be kept within the rental hall and be kept at a reasonable volume.

HOLD HARMLESS

LICENSEE personally, and jointly and severally, agrees to indemnify and hold harmless the Reedsville Volunteer Fire Company, harmless from and against any and all loss, claims, actions, damages, liabilities, costs and expenses including reasonable legal fees, in connection with loss of life, personal injury, damage to property or any other loss or injury whatsoever arising from or out of any occurrence in, upon or at the leased premises or the occupancy or use by the Licensee of the leased premises, or any part thereof, or occasioned wholly or in part of any act of omission of the Licensee or by anyone permitted to be on the leased premises or the market by the Licensee. If the Fire Company shall, without fault on its part, be made a party to any litigation commenced by or against the Licensee, then the Licensee shall protect, indemnify and hold the Fire Company harmless and shall pay all costs, expenses and reasonable legal fees incurred or paid by the Fire Company in connection with such litigation. The Licensee shall also pay all costs, expenses and legal fees that may be incurred or paid by the Fire Company in enforcing the terms, covenants and conditions of this Agreement, unless a court of law shall decide otherwise.

CANCELLATION POLICY

If you need to cancel your event, a minimum notice of ninety (90) days is required. You must call and notify us of the cancellation. You also must fill out and return the attached Notice of Cancellation Form.

The entire security and rental deposits are forfeited if the event is cancelled without at least 90 days notice, unless extenuating circumstances exist.

If the cancelled event was scheduled less than 90 days prior to the event, and you choose to cancel, the entire security and rental deposit will be forfeited.

SAMPLE

NOTICE OF CANCELLATION FORM

To The Reedsville Volunteer Fire Company:

I, -----' _____ am sending you this written notice to request the immediate cancellation of my hall rental that was to be held on ----- .

I understand that I must also call the facility rental at 717-667-6110 and leave a message in regards to the cancellation. It is also my understanding that upon receiving this cancellation notice you will refund my security deposit and the rental deposit, unless I have not given the 90 days notice as agreed upon in my Agreement, whereas my security and rental deposits will be forfeited. Please send my security and rental deposits to the address listed below.

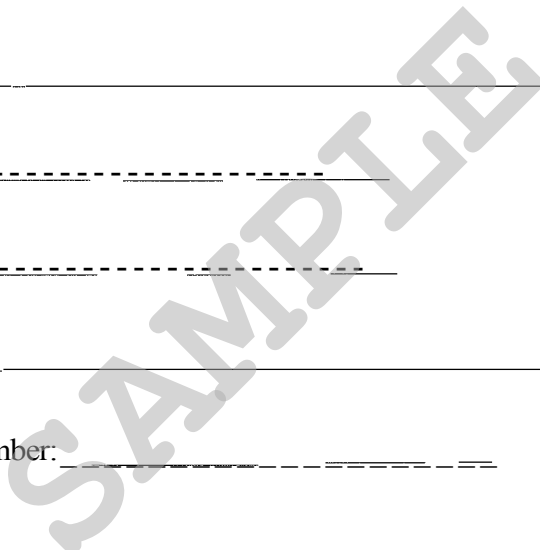
Signature: -----

Date: _____

Name: -----

Address: -----

Telephone Number: -----



Please return this form to:

Teresa King
114 Pine Street
Reedsville, PA 17084
717-667-6110 or 717-994-6010

The Reedsville Volunteer Fire Company is sorry to hear that you must cancel your event at our facility and hopes that you consider us again in the future for hall rentals.

Licensee Initials -----

CLEANING CHECKLIST

- _____ Wipe off tables and chairs with soapy water and a cloth. Load them on the appropriate carts and wheel them into the storage room. Chairs may not be stacked more than 10 high.
- _____ Wipe off any appliances used with soapy water and a cloth.
- _____ Sweep and wet mop the hall and kitchen floor (if used).
- _____ Remove trash from the rental hall, restrooms and kitchen and place in the dumpster located behind the building.
- _____ Remove all decorations, food and supplies brought in by the renter and/or caterer.

FAILURE TO PERFORM ALL ITEMS LISTED ON THE THIS CHECKLIST COULD RESULT IN THE FORFEITURE OF THE SECURITY DEPOSIT

SAMPLE

Licensee Initials _____

Reedsville Volunteer Fire Company
Catered Meal Options
\$14.00 per person

Meat Options (choose up to 2):

- Roast Turkey
- Roast Beef
- Baked Ham
- Roast Pork
- Pulled Pork (plain or bar-be-que)

Potatoes (choose 1):

- Mashed w/gravy
- Scalloped
- Baked

Side Dishes (choose 2):

- Baked Macaroni w/cheese
- Stuffing w/gravy
- Baked Beans
- Noodles

Vegetable (choose 1):

- Corn
- Green Beans
- California Blend
- Peas
- Green Bean Casserole
- Baked Corn

Cold Side Dishes (choose 1):

- Applesauce
- Cream Slaw
- Fruit Salad

Dinner Roll w/Butter

Toss Salad (\$1 additional charge per person)

Meat & Cheese Trays or Vegetable Trays (\$1 additional charge per person)

Iced Tea, Water, and Coffee provided at no additional charge

SUBSTITUTIONS CAN BE MADE" IF THERE IS SOMETHING YOU WANT THAT IS NOT LISTED, PLEASE CONTACT ME AND I DETERMINE IF IT IS SOMETHING WE CAN DO.