



To secure the hall rental: Customer must remit ½ of total amount due (Rental+Deposit+Aux). The remaining balance must be remitted two weeks prior to the event date or the date is not secured. \$100 deposit is forfeited for cancellation with less than 14-day notice. All returned checks will have a \$50 fee attached plus all bank/legal fees.

## Rates:

**PEAK Time: Saturday: \$450/ Day (6am-12am)**

**Off Peak: Sun. – Fri. \$50/hr (min of 3 hr block) Max of \$350 for all day**

**\*Access for set/teardown times: 30 min prior and 30 min postpaid rental times.**

## Benefit / Fundraiser

**\*Organizations with their own 501c3 status must provide copies of the following specific to Harrisville Vol. Fire Company Property:**

- Liquor License
- Small Game of Chance – 1 day
- Event Insurance – 1 day

**Alcohol: \*Event will be immediately terminated if alcohol is present without Approved Security Guard on duty. Renter is solely responsible for actions (including charges of serving minors) of all guests for damages and associated costs. At no time shall the Harrisville Volunteer Fire Company, Security Guards, general members, board members or executive members be held legally responsible for any of the above mentioned.**

**I hereby agree, as evidence of my signature, to rent the Harrisville Volunteer Fire Company Social Hall, subject to the following rules and regulations:**

1. All in attendance and the renter indemnifies and **holds harmless the Harrisville Volunteer Fire Company, Officers, Members, Security Persons, and all board members for any monetary and non-monetary:**
  - a. Damages
  - b. Losses
  - c. Personal injuries
2. Won't exceed max occupancy of the social hall of 275 persons or current CDC guidelines.
3. Property care/use:
  - a. KITCHEN:
    - i. Caterers must bring food in insulated food warmers. (Sterno's are permitted in the kitchen area)
    - ii. The kitchen is not equipped with dishwasher or stove.
      1. NO Cooking in the Fire Hall
    - iii. Roasters are permitted.
    - iv. A coffee maker is available for use.
      1. Do not move this coffee pot.
    - v. Caterers / Renter must return kitchen to the way it was found.

**Renter Initials:** \_\_\_\_\_



1. No dishes or food will be left behind
2. Counters wiped down and clean
- vi. All caterers, upon demand, must have proof of insurance to provide catering services.
- b. DECORATIONS:
  - i. NO tacks, nails, glue, staples, tape, paint, fun tack, etc... may be used on floors, walls, ceilings or chairs.
  - ii. Ceiling hooks are provided to hang small decorations from the suspended ceiling.
  - iii. NO OPEN FLAMES ALLOWED. Cake Candles maybe used less than 5 minutes.
  - iv. Table coverings are permitted to be taped down as needed.
  - v. NO GLITTER.
- c. ACCESS/USE:
  - i. Vacate the hall by 12:00 AM (Midnight)
  - ii. 30 min. prior and postpaid rental times for setup and teardown.
  - iii. **Door code will be given 48-hrs prior. Call 724-735-4646 24-hrs prior.**
  - iv. NO Tobacco in the facility (chew, snuff, cigars, cigarettes, etc...)
  - v. NO parking in front of Fire Apparatus doors.
    1. The HVFC is not responsible for any vehicle damages, ticketed, and/or towed.
  - vi. Do Not block any fire exits.
  - vii. To use the hall only in the manner agreed upon in the rental contract.
  - viii. NO gambling, 50/50 raffles, games of chance, dice, or poker. No exceptions without legal game of chance permit.
- d. ALCOHOL: (These rules are for the safety of renter's guests and the community)
  - i. **NO ALCOHOL** without an approved guard and disclosure to the HVFC. **HVFC will Arrange the Guard – Renter Pays Guard at beginning of event.**
  - ii. No underage purchase or consumption of alcohol is permitted. (Under age 21)
    1. Renter is legally accountable to ensure there is no underage drinking.
    2. Proof of age can and will be required upon demand of Security Guard.
  - iii. Unruly or disorderly conduct or intoxication will result in termination of event and law enforcement will be notified.
  - iv. All individuals are responsible for themselves; however it is HVFC's policy to encourage designated drivers. If HVFC members or security guards witness an intoxicated driver, they will call the police immediately to report.

**Renter Initials:** \_\_\_\_\_



## ENTERTAINMENT:

- v. No smoke machines permitted inside the building. DJ/Bands must finish by 11:00 PM and **exit the building by Midnight.**

### **NO EXCEPTION**

#### e. RENTER CLEANUP:

- i. Collect all garbage and place into dumpster provided in the parking lot.
- ii. Use caution moving tables on the floor (do not slide on the floor).
- iii. Floors will be clean from large debris and spills. (Our staff will sweep and mop)
  - 1. Small Spills mop and bucket can be found in coatroom.
- iv. Tables and chairs put away wiped clean and stacked neat.

#### 4. Financial Responsibility:

- a. Renter assumes all responsibility for any/all damages to the HVFC property (interior and exterior).
  - i. Should damage occur, it will be deducted from the security deposit.
  - ii. If damages exceed the amount of the security deposit, the renter is legally responsible for the balance that is due within 30-days of the event.
  - iii. If balance is not paid, renter will then be held responsible for aforementioned balance and all legal/prosecution fees.

#### Harrisville Volunteer Fire Company will:

- 1. Provide a clean social hall.
- 2. Arrange for security at any function with alcohol.
- 3. Warrant that the social hall meets or exceeds all the state and local occupancy and building regulations and ordinances.
- 4. Return the renter's full deposit mailed within 30-days of the event, upon the hall being delivered up in an acceptable, clean, and undamaged manner.
- 5. Terminate any event that violates this contract, peaceful enjoyment of neighbors, or violation of laws. This includes, but not limited to:
  - a. Alcohol without approved Security Guard on duty.
  - b. Damages to Property.
  - c. Disturbances or any police involvement.
  - d. Gambling
  - e. Unsafe acts
- 6. Notify police for any disturbance, underage drinking or other illegal activity.

### **Catering/Serving available upon request:**

We manage the scheduling, delivery, provide an excellent menu and all you need to do is let us know you want the service.

Menu and Pricing available upon request. Ask the hall coordinator for details!

**Renter Initials:** \_\_\_\_\_

# HVFC – Hall Rental Contract



\*Renter's Name: (Print) \_\_\_\_\_

\*EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

\*copy of contract can be emailed for confirmation.

Choose: **Door Code Sent by:** email or by text?

\*Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Text Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Home/Alt Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**\*Bring Your Own Alcohol – BYOB**

**\*Provided by Renter**

**No Alcohol will be present**

Date of Event: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Start/End Time: \_\_\_\_ : \_\_\_\_ to \_\_\_\_ : \_\_\_\_

**Estimated** Number of people: \_\_\_\_ Set up time: \_\_\_\_ : \_\_\_\_ to \_\_\_\_ : \_\_\_\_

Auxiliary Resources/Costs: **(Same Day LED Sign Display/Advertisement is included in rental costs)**

Computer Projection Equipment - \$25 (Bring your own laptop.)

Lock Date (Pre/Post for Decorating ONLY) - \$50

Wireless Internet provided free of charge (password required)

**Sign Ad: (13 Characters per line: place "X" to leave spaces)**

Line 1:

Line 2:

Optional: Table/Chair Service: ☐ - Setup \$50 ☐ - Teardown \$50

☐ **Benefit / Fundraiser** \* 501(c)3 status organizations must provide copies specific to Harrisville Vol. Fire Company Property:

- ☐ Liquor License ☐ Small Game of Chance – 1 day ☐ 1-Day Event Insurance

\*Special Notes by Hall Rental Coordinator: \_\_\_\_\_

## Cost:

Rental: \$ \_\_\_\_ .00 + Deposit: **\$100.00** + Aux: \$ \_\_\_\_ .00 = Total Due: \$ \_\_\_\_ .00

**PAYMENT #1: Remit ½ Payment with signed contract:** \$ \_\_\_\_ .00

**PAYMENT #2: Remit Final ½ payment due a min. of 14-days prior to the event date:** \$ \_\_\_\_ .00

A \$25 fee plus all bank fees for any returned checks will be charged.

This contract is nonbinding until both parties have signed. A two-week notice of cancellation is required for refunds. All refunds will be at the discretion of the board and will be mailed within 30-days of the rental.

**PAYMENT #3: Remit Separate envelope with final payment for Table set-up/teardown:** \$ \_\_\_\_ .00

**PAYMENT #4: Security guard is paid \$12/hr directly at the beginning of the event:** \$ \_\_\_\_ .00

As the renter, I have read and understand this contract in its entirety. I am at least 18 years old and take sole responsibility to fulfill this contract. \*In the unlikely event of an emergency involving the HVFC property (including the hall), the HVFC will make every attempt to fulfill the contract, however HVFC has primary duty to provide Emergency Services to the community.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

The renter's signature indicates understanding and submission to the rental agreement as well as forfeiture of entire security deposit for noncompliance.

HVFC Authorization Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Recorded Contract #: \_\_\_\_ - \_\_\_\_ -18- \_\_\_\_\_

**This is an invalid contract without Contract Number.**

Please make checks payable to: **Harrisville Volunteer Fire Co.**  
Mail **4-PAGE signed contract** and check to:

**Hall Rental C/O Harrisville VFC**

**PO Box 201**

**Harrisville, Pa 16038**

Questions concerning this contract, **call 724-735-4646**

Official use:

**Sign:** Y or N **Media:** Y or N **Notified:** Y or N **Keith/Brian** \_\_\_\_\_

**Tables Up or Down** Confirmed: ☐ \_\_\_\_\_

**Guard:** Y or N Confirmed: ☐ \_\_\_\_\_

**Door Code:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_