

Social Hall Rental Schedule and Agreement

Highland Falls Volunteer Fire Department Inc.

HFVFD Sponsor:_____

Rental Schedule

DEPOSIT: \$525.00 for non-member to be paid when reservation is made and confirmed. Business / Fundraising Events will be determined by the Board of Directors. Payment must be made by either check or money order payable to THE HIGHLAND FALLS VOLUNTEER FIRE DEPARTMENT INC. \$100.00 will be returned after the hall is inspected and found to be in proper order.

FEE: \$525.00 or TBD by Board of Directors

CAPACITY: Not to exceed 260 people per Town of Highlands Building Department

CANCELLATION: Cancellation of reservation will be accepted in writing no later than 14 days prior to the date of the event.

NOTICE OF LESS THAN 14 CALENDAR DAYS WILL RESULT IN THE FORFEITURE OF YOUR DEPOSIT

APPLICATION:

NAME : _____

GROUP / ORGANIZATION: _____

ADDRESS (NO PO BOX): _____

MAILING ADDRESS: _____

DAYTIME & EVENING PHONE : _____

DATE REQUESTED:_____ **HOURS:**_____

PURPOSE: _____

IS THIS FOR A BUSINESS OR FUNDRAISING EVENT: YES____ **NO**____

NUMBER OF ATTENDEES:_____

RENTAL AGREEMENT:

In the following agreement the Highland Falls Volunteer Fire Department Inc. (HFVFD) shall be known as the "Landlord" and the group / individual renting the premises (known as the Highland Falls Fire Department Social Hall) will be known as the "Tenant"

1. I / We, the Tenant : _____, do hereby request to rent the HFVFD Social Hall on _____, 20____
2. The purpose and intended use of the facility will be:

3. The total estimated number of individuals attending this function as outlined in item #2 above will be _____. I / We the tenant agree that the above number will not exceed the amount of people allowed by the Town of Highlands Building Department
4. I / We the tenant, understand the social hall may be used for legal and peaceful purposes only. I / We, the tenant acknowledges and agrees to hold the HFVFD wholly harmless from any incidents occurring from my / our use of the social hall, facility and grounds.
5. I / We the tenant, agree to the rental rate schedule agreement as outlined in the agreement.
6. I / We the tenant understands that we will be allowed in the facility the night before the event to set up and decorate if there are no conflicts.
7. I / We the tenant, understand that the rental term for the hall will be for a six (6) hour duration. The function must end by 1:00 am
8. NOTHING MAY BE ATTACHED TO THE WALLS, DOORS, CEILING. NOTHING MAY BE TACKED OR TAPED. You may request to use special ceiling hooks for decorations. At no time can HFVFD property be removed from any walls or other locations. Failure to comply with this section will cause you to lose your security deposit and forfeiture of future use of this facility.
9. The tenant will collect all decorations and trash. Trash will be deposited in the rear of the building by Cooks Lane in HFVFD trash container or Town of Highlands approved trash bags. No loose garbage will be left by tenant.
10. Tenant will be responsible for providing their own equipment for the cleanup of the kitchen, bath rooms and social hall. It is recommended that the tenant hire an outside contractor for these purposes.
11. No equipment or fixtures may be removed from the facility without the written permission of the Landlord.
12. The landlord reserves the right and sole discretion to refuse the rental of the facility to any event that is deemed contrary to the positive image of the HFVFD. Or that may be found objectionable by the community.
13. I / We, the tenant, will agree to indemnify the Highland Falls Volunteer Fire Department Inc. for any damages to the facility caused during my/our use of the hall (see security deposit). In addition I agree to pay the landlord for any additional cost which exceeds the security deposit.

14. The tenant must provide prior to the event an insurance policy in the amount of one million dollars (\$1,000,000.00) naming the Highland Falls Volunteer Fire Department Inc as insured.
15. No part of this agreement will be affected by or changed by any oral agreement. Changes must be accepted in writing by the landlord.
16. The use of Propane, LP Gas, Barbecue or any other open flame devices in the HFVFD building is strictly prohibited. Sterno heaters for chafing dishes and candles in stable candleholders on tables are permitted.
17. No alcoholic beverages of any type are to be sold or served to any person under the legal drinking age in New York State currently being 21 years of age. If alcoholic beverages will be sold the tenant must comply with all NYS laws governing sales of alcohol and provide documentation to the HFVFD.
18. Smoking is prohibited inside the building.
19. Fundraisers / Business events are prohibited unless specifically outlined by the tenant in this application and approved by the Board of Directors. The Board of Directors can at its option impose additional requirements as it sees fit or deny application for any reason.
20. No third party representation for insurance or booking. The tenant must be a family member for a family affair or an organization representative for an organization affair.

If the Highland Falls Volunteer Fire Department Inc. Determines that a third party tried to represent another party, the tenant will forfeit their deposit and will not have future access to the Highland Falls Volunteer Fire Department Social Hall. This policy will be strictly enforced

Building Security Deposit:

Possible claims against the tenants security deposit shall include but are not limited to :

1. **Damages:** The actual cost of replacement or repair of any physical damage of the HFVFD property either by the tenant, the tenant's caterer, guests or others action directly or indirectly on behalf of the tenant.
2. **Overtime:** Tenants failure to vacate the HFVFD property by the end of the agreed upon time period shall result in a minimum overtime charge of \$100.00 per hour.
3. **Kitchen Clean Up:** Failure of the tenant or tenant's caterer to the hall, bathrooms or kitchen in a satisfactory condition will result in the loss of their security deposit.
4. **Keys:** Failure to return all keys to the HFVFD will result in the loss of the security deposit
5. **Check List:** The tenant shall inspect the facility at set up and before leaving the premises after use and shall note to HFVFD representative of any damage or condition that the renter feels might adversely impact the tenant's security deposit on a HFVFD hall rental check list.

Failure to comply with this section or any other section will cause you to lose your security deposit and forfeiture of future use of this facility.

I / We have read the foregoing agreement and fully understand and accept each item as presented.

Date : _____, 20_____

Organization / Individual _____

Title: _____ Signature _____

Date Approved _____, 20_____

Agreement Accepted by HFVFD _____

For HFVFD Use Only:	Date: _____

Deposit Received: \$ _____ Check # _____ or Cash \$ _____	
_____ Rules Reviewed with Tenant	
_____ Special Considerations	
: _____	
_____ Other :	

Deposit Returned (if applicable) _____	

Board of Directors Approval	
1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

Hall Rental Check List

Approved Application _____

Payment Received _____

Insurance Certificate Received _____

Key Fob Issued to Tenant _____

Building Condition Prior to Event

Outside _____

Foyer _____

Main Hall _____

Kitchen _____

Bath Rooms _____

Tenant Signature & Date _____

Building Condition After Event

Outside _____

Foyer _____

Main Hall _____

Kitchen _____

Bath Rooms _____

Key Fobs Returned _____

Tenant Signature & Date _____

HFVFD Representative _____