

DINGMAN TOWNSHIP VFD
680 LOG TAVERN ROAD
MILFORD, PENNSYLVANIA 18337
570-686-3696

HALL RENTAL AGREEMENT

Name: _____ Telephone Number: _____ - _____ - _____
Please Print Clearly

Address: _____

Occasion: _____ Date Requested: _____
Time Requested: _____ to _____

Fee: \$300.00 (\$150.00 due at signing, \$300.00 day of occasion)

USAGE

The hall, restrooms and the parking area to the right and front of the building for 4 hours. The Kitchen appliances (Freezer, Refrigerator, Ice Machine, Stove/Ovens, Coffee Maker, etc) are not part of the usage agreement. Arrangements must be made through the Fire Department Representative for their use. You must provide ice for all bulk cold storage containers.

The Fire Department's Representative must be contacted by the Wednesday prior to your occasion with the number of persons you are expecting to ensure that the correct number of tables and chairs are provided for you. You will be permitted to have access to the building one hour prior to the time requested unless special arrangements are secured.

This is a non smoking building. Smoking is permitted outside the building and an extinguishing container is provided.

The use of smoke machines by DJ's are not permitted as they will effect (set off) the fire alarm system.

The telephone, using line 2, is for emergency and quick local calls only and not to be used by anyone under the age of 18. Do not answer either line unless you are expecting an immediate return call.

The heat and air conditioning will be turned on as needed, propping the doors and opening the windows is not necessary. If for some reason the heat or the air conditioning is not working properly please contact the Fire Department Representative to solve the condition.

No one will be permitted in the **APPARATUS ROOM** without authorization and a chaperon from the Fire Department.

No one is permitted behind the building for any reason, especially young children. Remember that the outside is a parking area which surrounds the building front and both sides, extreme caution must be maintained as children may be playing there. Supervision is highly recommended.

All Children/Teenage parties must be supervised by a responsible adult over the age of 21. The signed renter is fully responsible for all actions or non actions committed by this/these supervisor(s).

Alcohol is forbidden to be served or consumed by anyone under the age of 21.

Overnight/unattended parking is not permitted for any reason. If it becomes necessary to leave a vehicle at the station please contact the Fire Department Representative prior to leaving or it will be towed at the renters' expense. **NO EXCEPTIONS.**

FURNISHINGS

The renter is fully responsible for all furnishings required to complete the agreed occasion. The Fire Department will provide the tables, chairs and the necessary supplies needed for the restrooms and trash containers. Food/trash shall not be permitted to remain in the containers overnight; therefore, all trash containers must be emptied and disposed of properly into the dumpster.

The Hall shall be cleaned to the satisfaction of the Fire Department’s Representative who will advise the treasurer to mail your deposit check back to you. All damages that occurred during your rented time will be repaired using your deposit/security check. All repair costs above that amount will be billed to the signed renter.

DECORATIONS

All decorations shall be hung and removed with care using the hooks provided in the ceiling. The use any forms of glue compounds, tape or tacks is not permitted.

FIRE DEPARTMENT’S RIGHTS

Use of the Reception Hall for any purpose other than what was requested for or by any other person but the renter shall constitute a breach of contract and all persons occupying the Hall at that time will be asked to vacate immediately and the **SECURITY DEPOSIT** as well as the **RENTAL FEE** forfeited.

The Fire Department reserves the right to, in case of an **EMERGENCY**, to take control of the **HALL** for the good and welfare of the Residents of Dingman Township. In that case a complete refund will be afforded to the **RENTER**.

NON SUFFICIENT FUNDS

The renter shall be charged an additional \$35.00 for each check that is returned to the Fire Department for lack of funds.

CANCELLATION

The Fire Department requires a 10 day notice of cancellation for a refund of your deposit/security check. We will seek legal action if this check is not negotiable.

I, the renter, have read this contract and agree to all the terms therein

Renter’s signature

Date

Security Check Number: _____

Fire Department’s Representative: _____