

**Villas Volunteer Fire Department Hall Rental Agreement**

The specific date and time of the rental are agreed upon as followed:

Rental Date: \_\_\_\_\_

Hall Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Set up time: \_\_\_\_\_ AM/PM                      Break down time: \_\_\_\_\_ AM/PM

This agreement has been made on:

Month: \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

Please print the following:

Renter's Name(s): \_\_\_\_\_ Phone Number: \_\_\_\_\_

The fees are as followed (hall committee member to circle):    Total Amount Of Guests: \_\_\_\_\_

Under 100 guests: \$1,200.00

Up to 101-150 guests: \$1,400.00

Over 151-230 guests: \$2,000.00

Weddings: \$3,000.00

Security Deposit of \$500.00 received on: \_\_\_\_\_

Payment must be paid in full by (2 weeks prior): \_\_\_\_\_

Full payment in amount of \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

Additional Hours Requested: \_\_\_\_\_ Amount equaling \$ \_\_\_\_\_ (\$100.00 hourly)

Set up of Hall by committee member additional \$100.00                      YES / NO

Breakdown of Hall by committee member additional \$100.00    YES / NO

Use of alcohol during event. (liquor liability insurance must be obtained)    YES / NO

Renter's Signature(s): \_\_\_\_\_                      Date: \_\_\_\_\_

Hall Committee Member's Signature:

\_\_\_\_\_                      Date: \_\_\_\_\_

For any further assistance in the agreement of Hall Rental please contact Athena Polewka 609-435-1469

All checks must be made payable to: Villas Volunteer Fire Company, Inc.

## Villas Volunteer Fire Department Hall Rental Agreement

### *Hall Rental Fees and Agreement*

1. Villas Volunteer Fire Department has a capacity of two hundred thirty (230) people seated during an event with a maximum capacity of two hundred fifty (250) people including any vendors the renters may have.
2. Fog machines must be DRY ICED base only and CANNOT be above knee level.
3. No pyrotechnic machines shall be utilized.
4. No duct tape on walls or floors and all equipment must be padded.
5. Renter(s) whom contract to have the hall may host their event between the hours of 6:00 AM and no later than 10:00 PM, unless agreed arrangements have been made with Hall Committee.
6. Renter(s) agree to pay the Villas Volunteer Fire Department the fee placed in their rental agreement for the use of the hall which includes four (4) hours of hall use for the event; four (4) hours for set up and/or break down. *(If agreed upon by the Hall Committee the time of set up can be used the night prior to the event instead of day of the event)*  
(Example: Party is 4pm-8pm; set up 1pm-4pm, break down 8pm-9pm)
  - a. **Any additional time for set up, break down, or hall usage will be an additional \$100.00 per hour as noted in the rental agreement, additional fees are due at that time NO EXCEPTIONS \_\_\_\_\_ (initials of renter)**
7. Renters agree to pay the Villas Fire Company Department the following fees:
  - a. In addition to the hall rental fee a \$500.00 security deposit is due in full at the time of the contract signing for the reservation of the hall.
  - b. Deposit will be refunded within one (1) week of hall rental after hall has been properly reviewed for damage. Deposit shall be forfeited if damage is found. If damages exceed \$500.00 the renter is responsible for the remaining cost of repair. Renters shall be held responsible for any property damage or equipment damaged or gone missing.
  - c. Any notice of cancellations from the renter must be received by the Hall Committee at least thirty (30) days prior to the date of intended use or the \$500.00 security deposit shall be forfeited.
    - i. If the event is scheduled less than thirty (30) days from the date of intended use the notice of cancellation must be given one (1) week prior to the event or the security deposit shall be forfeited.
8. The Villas Volunteer Fire Department agrees to make available to you the following:
  - a. The refrigerator, convection oven, stove/burners, ice machine and coffee machine.
    - i. Renters are responsible for providing their own equipment such as, pots, pans, silverware, coffee for the coffee machine, etc.
  - b. No other equipment will be available for use without the permission of our chairperson of the hall rental and approved by the committee.
9. A final headcount must be given one (1) week prior to the event as that is how many chairs will be provided by the Hall Committee. If after one (1) week prior to the event the

headcount reaches over the break down limit stated above the difference must be paid at that time.

10. Prior to *or* completion of event all tables and chairs must be set up or during breakdown placed in an area of hall designated by the committee member. If the renter chooses NOT to set up and/or breakdown the event an additional \$100.00 per service will be charged as stated above.

*Insurance and Rules*

1. Renters shall maintain comprehensive general liability insurance with the limited coverage to afford protection in an amount no less than one million (\$1,000,000.00) dollars. Combined single limit for injury or death to any one or more persons protecting the Villas Volunteer Fire Department as an additional insured. Any and ALL claims for personal injury, death or property damage in or upon the Villas Volunteer Fire Department's property the renters agree that it and all of its guests, invites, employees, and agents shall assume all risks involved in its use of the hall and shall indemnify, defend and withhold the Villas Volunteer Fire Department from any claims, demands, expenses, liability's and attorney's fees arising out of the renters use of the hall. This must be provided to the hall committee within two (2) weeks prior to the date of intended use.
2. If alcohol beverages are to be served or available during the renters use of the hall a one-day liquor liability insurance MUST also be obtained by the renters through an additional insurance policy and have the Villas Volunteer Fire Department listed as an additional insurer. The renters is responsible for obtaining the insurance and providing proof of same to the hall committee two (2) weeks prior to date of intended use.
  - a. If alcohol is found on the premises without obtaining the liquor liability insurance the contract is automatically voided and the event will not continue.
3. No sale of alcoholic beverages shall be permitted in the hall or anywhere on the Villas Volunteer Fire Department property and no one under the age of twenty-one (21) shall consume alcoholic beverages. If the renters is found to be selling alcoholic beverages or serving to minors the contract will be automatically voided, the deposit will be non-refundable and the Lower Township Police Department will be notified immediately.
4. All personal items have to be removed that night or it will be considered trash. The Villas Volunteer Fire Department will not be responsible for any items left behind unless agreed upon by the Hall Committee. The Villas Volunteer Fire Department is not responsible for any missing items.
5. **In accordance with the Township of Lower Ordinance 441-6:Prohibited Acts: Section B.2 all music must be off by 10:00 PM. NO EXCEPTIONS.**

**I understand the terms and conditions set within this contract.**

Renter's Signature(s) \_\_\_\_\_ Date: \_\_\_\_\_