

GLADE TOWNSHIP VOLUNTEER FIRE DEPARTMENT

14 HOHMAN ROAD, PO BOX 634
WARREN, PA 16365

***** FIRE DEPARTMENT SOCIAL HALL RENTAL AGREEMENT AND REGULATIONS *****

NAME: _____

TODAY'S DATE: _____

ADDRESS: _____

RENTAL DATE: _____

CITY: _____ STATE: _____

PHONE #: _____

1. RENTAL FEE:

- A. The Fire Department's Social Hall Facility is rented on an hourly basis. The fee is \$55.00 per hour.
- B. Maximum capacity is 125 people.

2. SET-UP AND CLEAN-UP FEES:

You can have the Department Members set-up the placement of the tables and chairs to your desire. The Department Members will also clean up after your rental is completed for following costs:

- A. The set-up fee for placement of tables and chairs to your desire is \$50.00.
- B. The clean-up fee after completion of your event includes the cleaning of tables and chairs, returning them to storage, sweeping & mopping the floor, cleaning of all kitchen and bathroom counters, emptying and taking all the garbage to the dumpster, collection of all litter left from your event on Glade Township V.F.D. property and in the parking area of the First Assembly of God Church is \$75.00.

There is no additional charge if YOU plan on setting-up and cleaning-up the social hall. Mops, buckets, and garbage bags will be provided. Please note the checklist attached for suggested layouts and for completion of you're clean up.

3. SECURITY PAYMENT:

- A. The security payment is \$50.00 at the time of submission and confirmation of this rental agreement. Please make check payable to: Glade Township Volunteer Fire Department.
- B. This payment is refundable upon request after consideration of event outcome.

4. RENTAL LIMITATIONS:

- A. All persons attending your event may only use the rooms agreed upon in this contract, which will include: main social hall, kitchen and restrooms. Guest are NOT permitted in the Fire Bays.
- B. Fire Department property is **NOT** to be removed from the grounds; this includes all tables, chairs, kitchen and utensils, etc.
- C. All foods must be prepared ahead of time. There will be no cooking permitted at the Fire Department.
- D. The Social Hall will be open one (1) hour prior to your scheduled event time to allow for the delivery of items.
- E. Social Hall ***Curfew is 1:00AM.*** If you are cleaning up after your event please allow enough time before 1:00 AM to meet this curfew.
- F. There will be ***NO SMOKING*** inside the building at any time – buckets are provided at each exit and must be cleaned out at completion of your event.
- G. The available Members will answer the telephone at all times during your event. Please limit phone usage.

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5. DECORATING:

- A. The person(s) renting is (are) permitted two (2) hours to decorate the Social Hall. Decorating may be done the day before or on the same day as your event, *please specify below when your decorating will be done.*
- B. Crepe paper and other desired decorations can be attached to the walls, tables, and ceiling molding by using paperclips or tape. **Please** do not use nails, screws or thumbtacks to attach any decorations.

Date you wish to decorate: _____ Time: _____

6. PHYSICAL DAMAGE:

Glade Township Volunteer Fire Department anticipates that your event will be one to remember. However, this does not prelude that the renter will not be charged for any physical damage and/or abuse that occur to our property or establishment. If the renter notices any damage prior to or during the event, please contact one of the representatives below or the President of Glade Township Volunteer Fire Department. The representatives listed below will be present and available during your event at all times. They will be there to assist the renter in fulfilling this contract agreement by assuring that regulations are observed and in case of damage, to ascertain the extent or degree of the damage. Your cooperation in any and all situations is greatly appreciated.

Member: _____ Member: _____

7. ALCOHOLIC BEVERAGES:

- A. In accordance with Pennsylvania State Law Alcoholic Beverages Code 6308: A person must be twenty-one (21) years of age or older to consume, possess, or transport any alcoholic beverages.
- B. Glade Township Volunteer Fire Department reserves the right to check for proper age and refuse persons to consume alcoholic beverages on the premises.
- C. For your protection and ours, please adhere to the law and never drive while intoxicated.

8. RENTAL CHARGES: COST

A. Social Hall\$55.00 x _____ hours \$ _____

B. Set-up fee. \$50.00 \$ _____

C. Clean-up fee. \$75.00 \$ _____

D. Late fee (Contracted less than 2 weeks in advance of rental.) \$50.00 \$ _____

E. Security Deposit \$50.00** \$ 50.00**

Total Rental Charge \$ _____

9. Event will be from _____ AM/PM to _____ AM/PM

10. Please sign and return this form with FULL payment.

Signature: _____ Date: _____

**** This fee is refundable upon request of this contract. If not requested as refund Glade Township Volunteer Fire Department accepts this amount as a Donation that may be claimed for tax purposes.**

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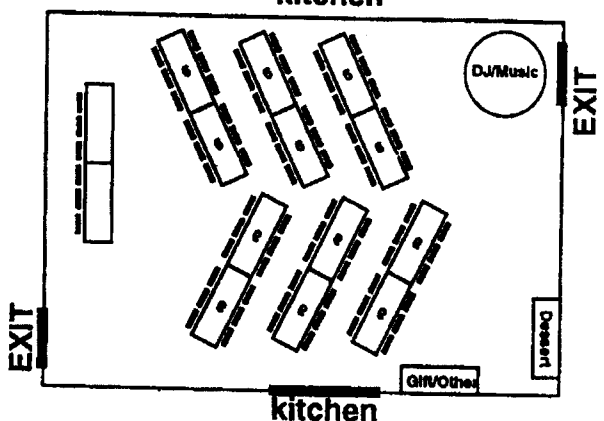
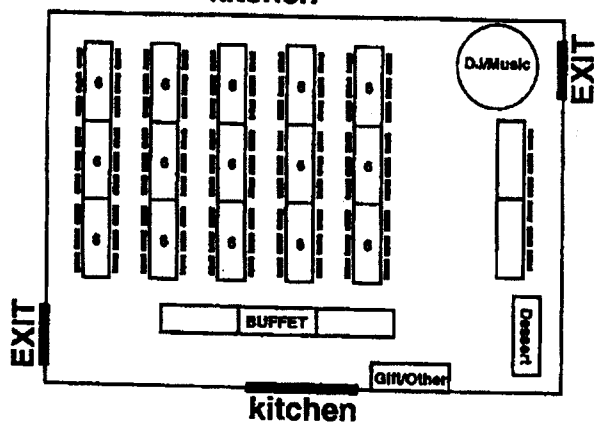
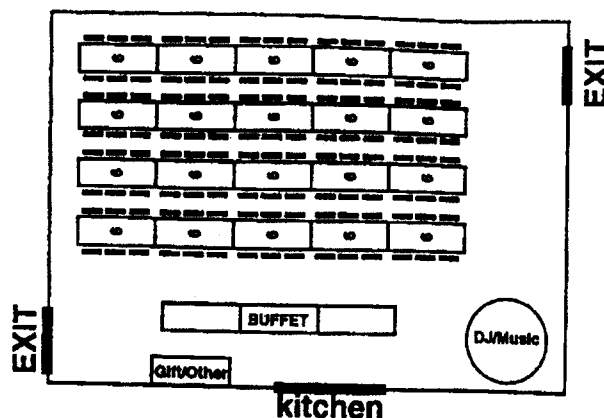
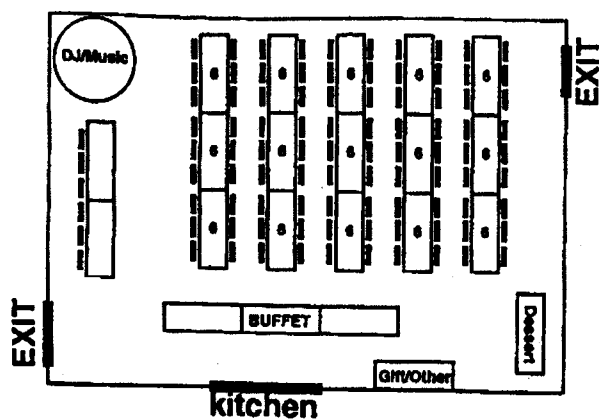
Checklist for Rentals:

Set-up

Tables = _____

Chairs = _____

Here are some suggested layouts:



Checklist for Rentals:

Set-up

Clean-up

Floors = _____ clean _____

Tables = _____ clean _____

Chairs = _____ clean _____

Counters = _____ clean _____

Thermostat = _____ F _____ F

Clean-up:

1. Wipe all tables & chairs
2. Wipe down all counters
3. Collect bottles, cans & garbage - place in Dumpster.
4. Breakdown all tables & chairs
5. Check parking lot for litter & clean it up
6. Be sure that the member is there to lock the building.