

Wallkill Hook, Ladder and Hose Company
18 Central Avenue
Wallkill, New York 12589

Hall Rental Agreement

Date: _____

This rental agreement (the Agreement) is between the Wallkill Hook, Ladder and Hose Company and _____ (the Renter), for the rental of the social hall located at 18 Central Ave, Wallkill NY.

Renter must provide the following:

1. Address: _____

2. Renters Phone
Number: _____
3. Date of the Event: _____
4. Hours of the event: _____ am/pm to _____ am/pm
5. Type of
event: _____
6. Alcohol will be served: _____ yes _____ no
7. Will the Event be catered: _____ yes _____ no
8. Caterer: _____
9. Caterer Phone
Number: _____

Section 2

Rental Charges:

A Hall cleanup deposit in the amount of \$ _____ must be paid in advance of the hall rental. This fee is payable upon the renter signing this contract. This fee shall be returned to the renter provided the renter cleans the hall according to the agreement. If any damage occurs to any property belonging to the Fire Company or Fire District the Fee shall be forfeited and the renter shall be billed for any damages above and beyond the clean-up fee. The renter is responsible for any reasonable fees caused by the collection of any damages owed.

The hall rental fee shall be \$ _____. This fee must be paid at least 1 week prior to the "EVENT". All Fees must be paid by personal checks drawn on a local bank or money orders.

Catering:

Renter may furnish his/her own caterer or may contract with the fire company. If the renter has the event catered by an outside source the renter is responsible for the clean up of the kitchen.

Hall Capacity:

The maximum capacity of the hall is 110 persons. No exceptions can be made.

Entertainment:

Renter may furnish his /her own DJ or band. The music must remain in the building and must conclude no later than _____. The use of fog or smoke machines is forbidden within the hall.

Decorating Guide-lines:

The use of glitter, rice, confetti, birdseed or any other similar materials is not permitted. Only table decorations, free standing decorations may be used within the hall. Decorations may be hung from the ceiling from provided ceiling hooks.

Absolutely no nails, hooks, pins, tacks, or glue are permitted on any surface.

Hall Hours:

Hall will close no later than 12am, with no exceptions. All guests shall vacate the hall within 1 half hour at the end of the event. Renter shall vacate the hall within 1 hour of the events conclusion.

All applicable federal, state, county and town laws and ordinances must be followed.

Any violation will result in termination of this agreement with no refund given for any part of the rental fees including all deposits.

Hall Monitor:

A hall monitor must be present for the entire duration of the rental. The Fire Company shall appoint a monitor at its discretion. The renter shall pay the monitor a fee of \$10.00 per hour. This monitor is to insure that all rules and conditions of this agreement are followed. The monitor is to report any damages or violations to the rental agent and the company president immediately

Renter

Fire Company Representative

HOLD HARMLESS AND INDEMNIFICATION CLAUSE

Lessee hereby covenants and agrees at all times to indemnify and save harmless the lessor and the demised premises from and against any cost, liability or expense arising out of any claims of any person or persons whatsoever by reason of the use or misuse of the demised premises, parking area, or common facilities by lessee or any person or persons holding under lessee, and shall indemnify and save harmless the lessor from any penalty, damage or charge incurred or imposed by reason of any violation of law or charge incurred or imposed by reason of any violation of law or ordinance by lessee or any person or persons holding under lessee, and from any cost, damage, or expense arising out of the death of or injury to any person or persons holding under lessee.

PRINT NAME

DATE

1 / 1

SIGNATURE

Clean up Checklist

- ____ 1. Garbage cans emptied and bags replaced
- ____ 2. Tables and chairs cleaned and put away
- ____ 3. Decorations taken down
- ____ 4. Bathrooms
- ____ 5. Floor swept
- ____ 6. Floor mopped
- ____ 7. Dishes, pots, pans etc. cleaned and put away
- ____ 8. Windows closed
- ____ 9. Air conditioners returned to pre-rental status.

General Hall Rental Rules

Renter Copy

1. Renter is responsible for the cleaning of the hall.
2. An announcement must be made at the beginning of the event pointing out all fire exit.
3. All garbage must be removed to the dumpster. (located behind the Fire house)
4. Any dishes, post an pans or utensils that were used must be washed and put away.
5. All table and chairs must be cleaned and put away unless other arrangements are made.
6. All windows and air conditioners shall be returned to the condition they were found in at the beginning of the rental.
7. All exterior doors shall remain closed during cold weather. If during warmer weather the air conditioners are used the doors must also remain closed.
8. No smoking is permitted within the building.
9. Out of concern for the safety of your guests both the "truck room" and the basement are off limits.
10. If the renter uses the walk in cooler all left over food from the renter must be disposed of prior to their departure.
11. The host is responsible for all guests actions and in the event illegal activity the hall monitor shall immediately close the hall and notify the appropriate persons.