

Agreement for Hall Rental

This agreement is made for **5 hours** rental between _____ hereafter called the “**Lessee**” and the Wilkins Township Volunteer Fire Company #3, hereafter called “**Lessor**” for the purpose of reserving and renting the Wilkins Volunteer Fire Company #3 Banquet Hall on the date of _____ for the purpose of a _____ to be held between the hours of _____ and _____ for _____ People.

Lessee agrees to pay a sum of \$3.00 per person or a minimum of \$105.00 for the hall rental and a \$50.00 setup/cleanup fee. Security deposit of \$50.00, in a form of a separate check, is due to hold the date at the time of Lessee’s signing this agreement. **The maximum set up time for Lessee is two hours.** Any additional time beyond the above stated time shall be charged at the rate of \$ 25.00 per each additional hour, in one-hour increments only. The balance of rental, if any is due one (1) WEEK prior to the date of the rental as set fourth in the above paragraph. All cancellations must be made thirty (30) days prior to the rental date or the security deposit becomes nonrefundable. Should Lessee as stated in this agreement meet all regulations, the security deposit shall be returned by check after rental date.

Lessee further agrees to:

- Have a responsible person on the premises at all times during the hours stated in this agreement.
- The **Lessee** is responsible for furnishing all food, beverages, glasses and table coverings.
- The **Lessee** is responsible for providing bartenders. The **Lessor** will not supply bartenders. THE LESSEE SHALL STRICTLY ENFORCE THE 21-YEAR OLD DRINKING AGE. No person under the age of 21 will be permitted to consume alcoholic beverages on the premises of the **Lessor**. **Lessor** reserves the right to refuse alcohol beverages to anyone who appears intoxicated. Consuming alcohol beverages outside Banquet hall is not permitted. The **Lessee** shall assume full legal responsibility for the actions of any intoxicated guests, which result in criminal code violations. THE LESSOR RESERVES THE RIGHT TO CLOSE BAR IF THE ABOVE CONDITIONS ARE VIOLATED.
- The **Lessee** shall be permitted access to the hall one-day prior of rental (unless date is booked) for the purpose of decorating or bringing in supplies. Arrangement must be made in advance.
- The **Lessor** is not responsible for any personnel property, which may be lost or damaged.
- The **Lessor** is not responsible for personal injuries, which may occur during the rental. The Lessor will furnish bathroom supplies, garbage can liners and ice.
- The **Lessor** will provide personnel to set and clean up the Banquet Hall at a fee of \$50.00. We will also have personnel on hand to provide assistance to the Lessee during the rental. This fee is to be paid directly to the personnel on duty on the day of your rental.
- **No one** is permitted in the engine room during the rental.
- Entrance and exit from the hall shall be through side and rear doors only. (Rear door is handicap accessible).
- No decorations shall be placed on the walls or ceiling tiles of the hall and **NO CONFETTI.**
- No animals are permitted in the hall during the rental.
- The maximum seating capacity shall be limited to 180 guests.
- The late hour for all rentals shall be 11:00PM, with hall cleared by 11:30PM no exceptions.
- To hold the hall, a deposit in the amount of \$ 50.00 is needed and to be returned with sign contract.
- All checks shall be payable to Wilkins Twp VFC #3. A returned check fee for \$20.00 will be applied to all returned checks.

DATE OF SECURITY DEPOSIT RECEIVED _____ \$ _____ BY _____

BALANCE OF RENTAL RECEIVED _____ \$ _____ BY _____

SECURITY DEPOSITED REFUNDED _____ \$ _____ BY _____

Lessee

**Lesser /Wilkins Twp VFC #3 412-271-4000
Jenny Lehman cell # 412-224-3467**