

# GLEN DALE FIRE DEPARTMENT

## FIREMEN'S HALL RENTAL AGREEMENT

Date of Application: \_\_\_/\_\_\_/\_\_\_

Requested rental date \_\_\_/\_\_\_/\_\_\_ 1<sup>st</sup> choice

Alternative date(s) \_\_\_/\_\_\_/\_\_\_ 2<sup>nd</sup> choice

**Return this form with a 50% deposit or payment in full for the rental by check or money order to the GLEN DALE CITY BUILDING at 402 Wheeling Ave, Glen Dale, WV 26038**  
**If a deposit is made, balance due 2 weeks for the rental date**  
**Rental rate schedule on page 2**

Cancelled reservation within forty-five (45) days of scheduled reservation date forfeits your rental fees. All rentals will be reviewed on a first come first serve basis and reviewed every Tuesday evening.

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Please print  
Applicant must be 21 years of age.

Address \_\_\_\_\_  
Street

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Organization: \_\_\_\_\_ Intended Use: \_\_\_\_\_

Time of the event: \_\_\_:\_\_\_ (am) (pm) TO \_\_\_:\_\_\_ (am)(pm)

*Sunday through Thursday rentals must end at 11pm.*

*Friday and Saturday rentals must end at 1:00am.*

Number of persons expected: \_\_\_\_\_ Max capacity is 180

\$ \_\_\_\_\_ Rental Fee (Check or money order only)  
Cash will not be accepted.

\$ \_\_\_\_\_ additional fees(set-up)

Paid in Full on \_\_\_/\_\_\_/\_\_\_  
Date

\_\_\_\_\_  
Received by

Price Schedule, Regulations and Restrictions on reverse side.

**Price Schedule for Rental**

Sunday through Thursday less than 3 hours.....	\$125
<small>Rental must conclude before 6 pm</small>	
Sunday through Thursday greater than 3 hours.....	\$225
Friday and Saturday (all day only).....	\$350

Benefits such as charities or hardship cases will be reviewed on an individual basis by the Hall Committee. Political fundraisers excluded.

**Rental Regulations and Restrictions:**

- No slip agents (i.e. cornmeal, etc.) permitted to be used on the floor.
- Renter assumes all responsibility for damages and may be billed for said damages.
- No decorations are to be hung from the ceiling fans, walls, ceiling or memorial. No exceptions.
- All food and beverages are to be removed from the building immediately after the event.
- Table top table cloths must be collected and discarded. Tables and chairs may remain as they are.
- All garbage is to be placed in plastic garbage bags and placed outside of the side doors for pickup after the event. Additional bags may be found at the bottom of each garbage can.
- Any spill must be mopped up appropriately using a mop from the utility room.
- Set-up and removal of decorations are the sole responsibility of the renter.
- All personal property or equipment must be removed from the premises at the end of the rental date.
- Air conditioning must be turned up or heat turned down when you leave.
- Beverage containers such are not permitted to sit on the floor. Renters must use containers provided by the hall. (i.e. keg containers, tubs and large coolers)
- Alcohol is permitted but must remain inside. Under age consumption of alcohol may result in cancellation of the event without refund.
- Key must be returned to the City Building immediately at the conclusion of the rental.

I, \_\_\_\_\_ representing \_\_\_\_\_ do hereby agree to the conditions of the Rental Regulations and Restrictions set forth in this contract and if approved by the hall committee will comply within. I understand that damages from negligence or misuse of the building and/or grounds are my responsibility. I release Glen Dale Volunteer Fire Department from any liability in the event of personal injury due to improper conduct.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date