

RENTER'S COPY

- We do NOT supply grills for any event.
- No slip agents such as cornmeal, etc permitted to be used on the floor.
- Renter assumes all responsibility for damages and may be billed additionally for such damages.
- No decorations are to be hung from the ceiling, walls, ceiling fans, windows or the memorial.
- All food and beverages MUST be removed from the build after the rental.
- All garbage is to be place in supplied plastic garbage bags, tied securely and place inside the waste receptacles outside the west side of the building.
- Setup and decorations are the sole responsibility of the renter.
- ALL personal equipment such as band or DJ equipment MUST be removed from the premises at the end of the rental.
- Soda or beer dispensers must be removed from the premises.
- Beverage containers are not permitted to sit on the floor. Renter may use the double keg tub supplied by the Firemen's Hall free of charge or a container of their choice but it must be leak free.
- Any and all large spills must be mopped up. Mops are available in the Utility Room between the bathrooms.
- Please be considerate when using hot serving appliances with the plastic tables. Damages to the tables incurred from such appliances will be bill additional.
- Heating must be turned down to 55 degrees or Air Condition must be turn OFF.

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Rates for Hall Rental

Sunday through Thursday before 6pm and less than 3 hours\$90

Sunday through Thursday after 6pm or greater than 3 hours.....\$175

Friday and Saturday (no minimal time limit).....\$300

Meetings one hour or less.....\$40

***If a setup is required prior to the day of the rental date, prior approval must be acquired.**

Additional fees my apply

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:

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- Any and all large spills must be mopped up. Mops are available in the Utility Room between the bathrooms.
- Please be considerate when using hot serving appliances with the plastic tables. Damages to the tables incurred from such appliances will be billed additional.
- Heating must be turned down to 55 degrees or Air Condition must be turn OFF after the rental.

I, _____ representing _____ do hereby agree to the conditions of the above Rental Regulations and Restrictions set forth in this contract and if approved by the Hall Committee will comply within. I understand damages from negligence or misuse of the building and/or grounds are my responsibility and may be billed additional fees for replacement or repairs. Video surveillance is used.

I release the Glen Dale Volunteer Fire Department from any liability in the event of personal injury or injury to my guest due to improper conduct.

_____/_____/_____
Date

Glen Dale Fire Department

FIREMEN'S HALL RENTAL AGREEMENT

Date of Application ____/____/____

Requested rental date: ____/____/____

Alternative date(s) ____/____/____

Return this form with 100% of the rental fee paid in the form of check or money order to the Glen Dale City Building. Check or money order is to be made out to the Glen Dale Fire Department. Retain the last page for your record of the rules.

Cancelled reservations within forty-five (45) days of the scheduled reservation date forfeits 100% your rental fees.

All rental applications will be reviewed on a first come first serve basis and reviewed every Tuesday evening.

Name: _____ Phone: (____) _____
Please Print

Address _____ City _____ State _____

Email _____

Organization you are representing: _____

Intended use of the Hall: _____ **No sub-leasing**

Time of event ____:____(am)(pm) to ____:____(am)(pm) Number of persons expected _____ (Limit 200)

Sunday through Thursday rental must end at 11:00pm.

Friday and Saturday rentals must end at 1:00 am

All personal items including DJ or band equipment must be removed from the hall at the end of the rental.

\$ _____ Rental Fee (Check or money order)

\$ _____ Additional fees such as setup

Paid in Full on ____/____/____

Received by _____