

Gerry #5 VFA, Inc.
210 Beacon Street
Marblehead, MA 01945
781-631-5214

gerry5vfa@yahoo.com www.gerry5.com

APPLICATION FOR RENTAL

Name of Applicant: _____ Gerry 5 Member #: _____

Address of Applicant: _____

Telephone number: _____ (day) _____ (evening)

Event Date: _____ Event Type: _____

Start Time: _____ Departure Time: _____

Set-up Date: _____ Set-up Time: _____ # of Guests: _____

Facilities requested: (Please see "use of kitchen" below for restrictions.)

Dishwasher Y/N Ovens/Stoves Y/N Fryolators Y/N

Assistant Y/N Will function be catered? Y/N

(Certificate of Insurance from caterer MUST be submitted with rental agreement.)

Caterer Name: _____ Phone Number: _____

Caterer Address: _____ City: _____ State: _____

PA System Y/N Fee: _____

Tip for cleaning services? (optional) Amount: \$ _____

- All rentals are subject to the policies and procedures set forth in this *Application for Rental* which constitutes the *Rental Agreement*. The renter is hereafter known as the "tenant". The term "Tenant" as used in this application and in the *Rental Agreement* shall include the tenant, his/her guests, and all those authorized by the tenant to be on the premises.
- The Gerry #5 VFA, Inc. is not responsible for lost, stolen, or damaged property.
- The Gerry #5 VFA, Inc. reserves the right not to serve or to allow on the premises persons who are deemed by the Manager, the Board of Directors, or its agents to be unsuitable.

- The **state** hall rental fee is for the use of the facilities for a period of five (5) consecutive hours. Additional hours may be contracted by the original tenant *only* at the rate of \$50 for each additional hour.
- **USE OF KITCHEN** facilities by caterers includes ovens, ranges, and preparation area for warming/serving food only. Facilities may not be used for the preparation and cooking of food. Kitchen facilities does not include use of dishwasher, fryolators, slicing machine, or other equipment; or any pots, pans, dishes, or utensils. *Members only* may negotiate the use of certain equipment subject to written approval of at least three members of the Board of Directors, under the direction of the **Kitchen Manager** or their designee. *Members only* may use the kitchen facilities to prepare and cook food but only under the guidance of the **Kitchen Manager** or their designee.
- Permission to set up the hall on the day prior to the rental date may be granted at the discretion of the manager. The decision to do so may be granted *no earlier* than one week prior to the event. **A floor plan is included on the last page of this Agreement to assist the tenant and designing the layout. Round tables are 6' and seat 8. Long tables are 8' and seat 8-10.**
- Proper attire is required at all times. Shoes and shirts must be worn by guests at all times.
- The tenant shall leave the premises in a clean, sanitary and safe condition or be subject to a \$50 fee **to be added to the final bill.**
- The tenant shall dispose of all rubbish, garbage, and other waste in a clean, timely, and sanitary manner.
- The tenant shall properly use and operate all appliances and electrical, gas, and plumbing fixtures **and ensure they are turned off before leaving the premises.**
- The tenant and/or their guests shall not destroy, deface, damage, impair, or remove any part of the building, facilities, equipment or appliances thereto.
- The tenant and/or their guests shall conform to all the rules of the Gerry #5 VFA, Inc.
- The tenant agrees to not hold the Gerry #5 VFA, Inc., its agents, or its employees liable for any injury to one's person as specified in this *Rental Agreement*.
- The tenant shall be responsible to assure that all guests comply with the laws of the Commonwealth of Massachusetts, including, but not limited to, laws established by the Alcoholic Beverage Control Commission.
- ~~The term "Tenant" as used in this application and in the *Rental Agreement* shall include the tenant, his/her guests, and all those authorized by the tenant to be on the premises.~~
- When the facility is rented by a member of the Gerry #5 VFA, Inc., for use by another individual or organization, the member under whose name the *Rental Agreement* is **executed must always be on the premises** during the function/event.

- The Board of Directors of the Gerry #5 VFA, Inc. reserves the right to require that a paid police detail shall be provided by the Town of Marblehead, with the cost of said detail to be assumed by the tenant.
- A \$50 Holding Deposit is required when the application is submitted to the Gerry #5 VFA, Inc. and will be deducted from the total rental fee.
- A Security Deposit in the amount of \$35 is required whenever the kitchen facilities will be used. Refund of the Security Deposit will be made in accordance with the appropriate provision of the *Rental Agreement*.
- Wall attachments and decorations may be attached with cellophane tape only. No nails or tacks may be used.
- Helium-filled balloons are allowed in the Function Hall provided the ceiling fans are *not* in operation. The use of the ceiling fans is prohibited whenever helium-filled balloons are present.

Signature of Applicant _____
Date

Signature of Manager _____
Date

Holding Deposit Received: _____ Security Deposit Received: _____
Date Date

Function Hall Fee: \$ _____ Date Final Payment Received: _____

