

Stephens City Volunteer Fire & Rescue Company, Inc.

5346 Mulberry Street, P. O. Box 253, Stephens City, VA 22655

Timothy J. Vaught, Chief

540-869-4576

Thomas E. Merritt, President



Volunteers, Proud to Serve



9-11-2001

Social Hall Rental Agreement

Name: _____

Organization: _____

Address: _____

Organization Phone: _____

Contact Name: _____

Type of Event: _____

Contact Phone: _____

Date of Event: _____

ABC Type: _____

Event Start Time: _____

ABC Number: _____

Event End Time: _____

Date of Permit: _____

This agreement is made on _____, 20____, by and between _____ hereafter called the Lessee, and the Stephens City Fire and Rescue Company, Inc. hereafter called the Lessor.

A refundable security deposit of \$_____ (Lessee Initials)_____ must be made when reserving the hall and must be paid in advance of the reservation for the space. The full amount of the rental fee must be received no less than 30 days prior to the event date.

The deposit and rental fee must be paid in cash, check, or with a money order prior to the event. Personal checks will be accepted no less than 30 days prior to the event date so they will clear the Lessor account before the event.

I have carefully read and understand the rules, responsibilities, and liabilities here on out as set forth by the Lessor in this agreement.

Lessee Signature: _____ Date: _____

For Lessor completion only:

Number of Hours Rented: _____

Deposit Amount: _____

Rental Amount: _____

Type of Deposit: _____

Rental Amount Received: _____

Date Deposit Received: _____

Date Rental Amount Received: _____

Inspected before use: _____, 20____ By: _____ Time of Inspection: _____ Lessee Initials: _____

Inspected after use: _____, 20____ By: _____ Time of Inspection: _____ Lessee Initials: _____

Sign and mail this page with your deposit to the P.O. Box at the top of the page.

Social Hall Rental

Rates

- Security deposit: \$150 (non-alcohol event), \$250 (event with alcohol)
- Baby shower: \$150 total (3-hour rental)
- Bridal shower: \$150 total (3-hour rental)
- Funeral reception: \$300 total (3-hour rental)
- Children's party: \$40/hr
- Wedding reception: \$450 (3-hour rental)
- Any event over 3 hours: \$40/hr

Make two checks payable to Stephens City Fire and Rescue Company, Inc. One is for the deposit; one is for the rental. Deposits are completely refundable after facility is returned to its previous condition and inspected. Deposits will be refunded within 10 business days. If the hall is found unsatisfactory, a cleaning fee of \$50/hr will be assessed to the deposit with a minimum of 1 hour. In addition, any damages will be assessed separately and charged accordingly. Any returned checks will result in automatic cancellation of contract.

Rules, Responsibilities and Liabilities for Hall / Property Rental

Rules

- Children's events must end at 9pm. A child is defined as under 18 years of age.
- Lessee is required to adhere to all local laws and ordinances (i.e., Stephens City Town Code, Chapter 12, section 12-14, Maximum Sound Levels during the hours of 10pm and 6am).
- It is to be understood that the Fire Department is staffed 24 hours a day and there may be crew attempting to sleep or rest while on duty. Music and overall noise cannot interfere with the operations of the Fire Department. The Lessee will be asked once to lower music or noise so that it does not interfere with Fire and/or Rescue operations. If Lessee is asked a second time the rental contract will be terminated and the Lessee will be asked to vacate the property immediately and will forfeit the deposit.
- Smoking of any type, including electronic cigarettes or vapes, is prohibited. Violations will result in forfeiture of security deposit.

Responsibilities and Liabilities

- Lessee shall be responsible for any damage, breakage, and loss of rented property.
- Lessee assumes all responsibility for maintaining order on Fire Department property during the use of premises.
- Lessee is responsible for all actions of their guests.
- Lessee shall remit payment for any damages, breakage, and loss of rented property within thirty (30) days of notification in the form of money order or cashier's check payable to Stephens City Fire and Rescue Company, Inc. If lessor has to pursue collection efforts Lessee agrees to pay all fees the Lessor incurs in collection efforts. Such fees include legal fees, collection fees and reasonable interest.
- Lessor reserves the right to monitor any function on the premises. If lessee or their guests behave in a disorderly manner, or conduct themselves in any way detrimental to Lessor or property, any authorized or appointed officer of the station may immediately cancel the lease agreement and all persons involved in said event will vacate the premises immediately. Cancellation of lease deems no refund of security deposit. Lessee shall be responsible for any and all damages done by caterers, bands or DJ's, or any other persons contracted or associated with Lessee.

Kitchen

- No kitchen privileges will be granted for any reason.

Alcohol \ Virginia ABC Requirements

- Alcoholic beverages are allowed for a closed party. A closed party is a private party not open to the public and when no admission is charged. For any party designated as a children's party, no alcoholic beverages will be permitted.
- In order to preserve ABC privileges the Lessee shall be responsible for all ABC laws.
- The Lessee will assume all responsibility for guests and their actions before and after the consumption of alcohol.
- Lessee must ensure that persons under the age of 21 do not consume any alcoholic beverages. Any underage person consuming alcohol on premises will be cause to terminate lease with no return of deposit.
- Alcohol is not to leave the building. Any Lessee that allows guests to leave with alcohol must ensure no alcohol is consumed outside in the parking lot or in public view.
- Lessor must be notified of any event in which alcohol is to be consumed. The license for such events must be provided prior to the event and posted at the entrance or location where alcohol is being served for the entire period of said event. NO ALCOHOL WILL BE SERVED if there is no ABC license properly dated prior to the event.
- Stephens City Fire & Rescue assumes no responsibility for any individual that consumes alcohol under this agreement.

Parking

- Parking must be in designated areas - only in the rear parking lot. Lessee or guest cannot interfere with the operations of emergency equipment or facilities. This includes fuel depot to the north of the drive. The Lessor will ask that any vehicle be moved only one time. The Lessor may remove any vehicle improperly parked at Lessee expense.

Access

- The Lessee or guest is only permitted access to designated areas set forth by Lessor.
- Entrance to any other part of the facility is not permitted.
- Handicapped individuals will be accommodated with notice to the Company.

Hall Set Up\ Tear Down

- The Lessee will be permitted access no earlier than one (1) hour prior to the event for the sole purpose of decorating.
- The hall must be cleaned and returned to the condition it was found prior to the event. Cleaning is to be completed within one (1) hour.
- Trash must be removed from the building and properly discarded in the dumpster.
- Lessee shall be responsible for cleaning of facility and all equipment. This includes chairs, tables, bathrooms, etc., with all furnishings placed back in appropriate locations. If Lessee does not return the facility to the condition it was before the rental began, the Lessee will forfeit the entire deposit.
- Lessor will provide equipment, trash bags, and paper products to clean and re-stock facilities.
- No deposit will be returned until after the facilities are inspected and approved.
- No tape for decorating will be used on ceilings, walls, tables, or chairs.
- Any alterations to the facility must be approved prior to the event. This includes the use of decorations, signs, or equipment used to do so by Lessee.

Loss \ Damages

- Lessor [Stephens City Fire & Rescue, Inc.] is not responsible for any loss and/or damage of Lessee or their guests' personal property or vehicles.
- Lessor is not responsible for any accident or injury that occurs to Lessee or guest. This is before, during, or after said event.
- Lessor may cancel any event at the discretion of Lessor for unseen circumstances, e.g., weather, public emergency, scheduling conflicts, hall mechanical emergencies. Lessor will notify Lessee with as much notice as possible.
- Lessor will not be held responsible for any monetary damages that may occur.

Extended Use of Facility

- Lessee understands that extended hours extends the time for clean-up.
- Extended hours must not interfere with Company functions.
- The hall coordinator or their representative must approve extended hours for any event with hourly rate applied at time of request.
- A member of the Company must be present to close and lock up the hall at the end of each rental.

Disclosure: Stephens City Fire & Rescue reserves the right to terminate any lease at any time with or without cause.

Checklist for Hall Set Up and Tear Down

For Set Up:

- Chairs and tables may be moved within the room.
- Only scotch tape or painters tape will be used on ceilings, walls, tables, or chairs.
- Any alterations to facility must be approved prior to the event. This includes decorations, signs, or equipment used.

For Tear Down:

- Hall must be cleaned and returned to the condition it was found prior to the event.
- Replace all tables, chairs, etc. back in their original locations
- If chairs and tables were collapsed, they must be set up as they were before the rental began.
- Remove all trash and discard it in dumpster outside near the left back of the building.
- Clean tables, chairs, floors, etc. Clean-up items are located in small closet in the left back of the room.
- Clean bathrooms. Remove all trash.
- Remove all tape remnants from walls, ceilings, tables, or chairs.