



Rates:

Premium Time: Saturday: \$450/ Day (6am-12am)

Secondary Time: Sunday--examples [9 a – 12p / 1p – 4p / 5p – 8p] min. of 3 hr blocks (\$50/hr)

Off Peak: Mon. – Fri. can be rented by the hour (\$50/hr)

***Access for set/teardown times: 30 min prior and 30 min postpaid rental times.**

Benefit / Fundraiser

*Organizations with their own 501c3 status must provide copies of the following specific to Harrisville Vol. Fire Company Property:

- Liquor License
- Small Game of Chance – 1 day
- Event Insurance – 1 day

I hereby agree, as evidence of my signature, to rent the Harrisville Volunteer Fire Company Social Hall, subject to the following rules and regulations:

1. All in attendance and the renter indemnifies and holds harmless the Harrisville Volunteer Fire Company, Officers, Members, Security Persons, and all board members for any monetary and non-monetary:
 - a. Damages
 - b. Losses
 - c. Personal injuries
2. Renter will not exceed maximum occupancy of the social hall of 275 persons.
3. Property care/use:
 - a. KITCHEN:
 - i. Caterers must bring food in insulated food warmers.
 - a. Chafing Dishes are permitted to keep food warm
 - ii. The kitchen is not equipped with dishwasher or stove.
 1. **NO** cooking in the Fire Hall
 - iii. Roasters are permitted.
 - iv. A coffee maker is available for use.
 1. Do not move this coffee pot.
 2. No filters or coffee provided
 - v. Caterers / Renter must return kitchen to the way it was found.
 1. No dishes or food will be left behind
 2. Counters wiped down and clean

Renter Initials: _____

b. DECORATIONS:

- i. **NO** tacks, nails, glue, staples, tape, paint, fun tack, etc... may be used on floors, walls, ceilings or chairs.
- ii. Table coverings are permitted to be taped down as needed.
- iii. Ceiling hooks can be provided to hang small decorations from the suspended ceiling.
- iv. **NO OPEN FLAMES ALLOWED.** Cake Candles maybe used less than 5 minutes.
- v. **NO GLITTER.**

c. ACCESS/USE:

- i. Vacate the hall by 12:00 AM (Midnight)
- ii. Door code will be given 48-hrs prior. Call 724-735-4646 24-hrs prior if not received.
- iii. **NO** tobacco products in the facility (chew, snuff, cigars, cigarettes, vapes etc.)
- iv. **NO** parking in front of Fire Apparatus doors, dumpster, or areas marked for fire fighter parking only. The HVFC is not responsible for any vehicle ticketed, damaged and/or towed.
- v. **Do Not** block any fire exits.
- vi. To use the hall only in the manner agreed upon in the rental contract.
- vii. **NO** gambling, 50/50 raffles, games of chance, dice, or poker. **No** exceptions without legal Small Games of Chance permit.

d. ALCOHOL: (These rules are for the safety of renter's guests and the community)

****Event will be immediately terminated if alcohol is present without approved Security Guard on duty. Renter is solely responsible for actions (including charges of serving minors) of all guests for damages and associated costs. At no time shall the Harrisville Volunteer Fire Company, Security Guards, general members, board members or executive members be held legally responsible for any of the above mentioned.**

- i. **NO ALCOHOL** without an approved guard and disclosure to the HVFC.
HVFC will arrange the Guard – Renter Pays Guard at beginning of event or event will be terminated.
- ii. Per Pennsylvania Law, **No** underage purchase or consumption of alcohol is permitted. (Under age 21)
 1. Renter is legally accountable to ensure there is no underage drinking.
 2. Proof of age can and will be required upon demand by Security Guard.
- iii. Unruly or disorderly conduct or intoxication will result in termination of event and law enforcement will be notified.
- iv. All individuals are responsible for themselves; however it is HVFC's policy to encourage designated drivers. If HVFC members or security guards witness an intoxicated driver, they will call the police immediately to report said incident.
- v. DJ/Bands must finish by 11:00 PM and **exit the building by Midnight.**
NO EXCEPTIONS

e. RENTER CLEANUP:

- i. Collect all garbage and place into dumpster provided in the parking lot.
- ii. Use caution moving tables on the floor (do not slide on the floor).
- iii. Floors will be clean from large debris and spills. (Our staff will sweep and mop)
 1. Small Spills mop and bucket can be found in coatroom.
- iv. Tables and chairs put away after being wiped clean and stacked neat.

4. Financial Responsibility:

- a. Renter assumes all responsibility for any/all damages to the HVFC property (interior and exterior).
 - i. Should damage occur, it will be deducted from the security deposit.
 - ii. If damages exceed the amount of the security deposit, the renter is legally responsible for the balance that is due within 30-days of the event.
 - iii. If balance is not paid, renter will then be held responsible for aforementioned balance and all legal/prosecution fees.

Harrisville Volunteer Fire Company will:

1. Provide a clean social hall with 2 garbage bags per garbage can.
2. Arrange for security at any function with alcohol.
3. Warrant that the social hall meets or exceeds all the state and local occupancy and building regulations and ordinances.
4. Return the renter's full deposit mailed within 30-days of the event, upon the hall being delivered up in an acceptable, clean, and undamaged manner.
5. Terminate any event that violates this contract, peaceful enjoyment of neighbors, or violation of laws. This includes, but not limited to:
 - a. Alcohol without approved Security Guard on duty.
 - b. Damages to Property.
 - c. Disturbances or any police involvement.
 - d. Gambling without proper permit
 - e. Unsafe acts
6. Notify police for any disturbance, underage drinking or other illegal activity.

Catering information is available upon request. Ask the Hall Coordinator for details!

Renter Initials: _____

HVFC – Hall Rental Contract

*Renters Name (Print): _____

*Email: _____

*Address: _____

Street: _____

City: _____ State: _____ Zip Code: _____

*Cell Phone #: _____ Alt Phone #: _____

*Date of Event: _____ Start/End times: _____ to _____

Estimated Number in Attendance: _____ *Alcohol being served: Y or N

*Auxiliary Resources / Costs: (Same day LED Sign is included in rental cost)

Check all needed items:

___ Wireless Internet Access –FREE (password required) ___ Microphone/Audio Equipment – Upon request

___ Projector Use – Upon request (Own laptop required) ___ Lock date (Pre/Post decorating only) - \$50

LED Sign: (13 Characters per line. Place an "X" for a space)

Line 1: _____

Line 2: _____

*Optional Chair / Table Services: _____ Setup - \$75 _____ Teardown - \$75

*** Tear down does not include cleaning tables and floors

**Benefit / Fundraiser (Provide Documents)

___ Liquor License ___ Small Games of Chance License ___ 1 Day Event Insurance

** Special notes to Coordinator: _____

Cost:

Rental: \$ _____ + Deposit: \$100 + Aux: \$ _____ + Cleaning fee: \$75 = Total Due: \$ _____

Payment #1: Remit ½ Payment with signed contract. \$ _____

Payment #2: Remit final ½ payment 14 days prior to the event date. \$ _____

*** A \$50 fee plus all bank/legal fees for any returned checks will be charged.

This contract is nonbinding until both parties have signed it. A 14 day notice of cancellation is required for all refunds. All refunds will be at the discretion of the Board and will be mailed within 30 days of the rental.

Payment #3: Remit in a separate envelope for Table set-up/Teardown \$ _____

Payment #4: Security Guard is paid \$16/hr directly at the beginning of the event \$ _____

As the renter, I have read and understand this contract in its entirety. I am at least 18 years old and take sole responsibility to fulfill this contract. *In the unlikely event of an emergency involving the HVFC property (including the hall), the HVFC will make every attempt to fulfill the contract, however HVFC has primary duty to provide Emergency Services to the community.

Renter Signature: _____ Date: _____ / _____ / _____

The renter's signature indicates understanding and submission to the rental agreement as well as forfeiture of entire security deposit for noncompliance.

HVFC Authorized Signature: _____

Date: _____

Recorded Contract #: _____

Make check(s) payable to: **Harrisville VFC**
Mail 4 page signed contract and Check(S) to:
Hall Rental C/O Harrisville VFC
PO Box 201
Harrisville, PA 16038

Office use only

Sign: Y or N Media: Y or N Notified: Keith / Brian
Setup / teardown: Confirmed _____
Security needed: Confirmed _____
Door Code: _____ - _____ - _____ - _____

