

# Charlestown Fire Company, Inc.

## Hall & Facilities Rental Agreement

Lessee: \_\_\_\_\_ Date of Reservation: \_\_/\_\_/\_\_

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Phones: Home - \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_/\_\_/\_\_ Time of Event Start: \_\_\_\_\_ am/pm End: \_\_\_\_\_ am/pm

Number of People @ Event: \_\_\_\_\_ Adults / Children / Both

### Conditions of Rental:

All payments shall be made by cash or check at time the reservation is made. A fee of **\$100.00** is required to reserve the requested event date. The remaining balance is due not less than **ten (10)** days prior to date of the scheduled event. Also, if a caterer is not used, there will be a mandatory **\$50.00** cleaning fee due at the time this form is accepted.

Should the lessee want to cancel this reservation, there will be a non-refundable charge of Twenty Five (**\$25.00**) dollars. The balance of the deposit will be refunded upon written request provided that the cancellation is requested more than thirty (30) days prior to the scheduled event including the actual event date.

The lease is granted upon the express condition, however, that in the case that the said lessee fails to observe the regulations governing the facilities and grounds; or carries out all of the covenants and conditions of this lease; or in the case that the Charlestown Fire Company, Inc., deems any conduct on the part of the lessee, occupants and/or guests to be objectionable or acting improperly, the Charlestown Fire Company, Inc., shall have full power and authority as owner to immediately re-enter and resume full possession of all facilities and grounds.

**The following conditions and clauses shall be read, acknowledged and followed by the lessee:**

**HOURS OF ACCESS:**

The lessor shall allow access by the lessee or its authorized agents/representatives to the leased premises for decoration or setup purposes by arrangements with the lessor. The lessee shall be permitted to enter the said premises up to three **(3)** hours prior to the beginning of the event for these purposes. Any deviation to set-up and decoration request will be arranged through the lessor's rental agent. The lessee shall have all of its personal property removed from the premises prior to noon of the following day of the event.

**PURPOSE OF RENTAL:**

The lessee warrants unto the lessor that its usage of the premises is for a lawful event. The lease is for the purpose of conducting a \_\_\_\_\_ only and not for any other purpose.

Lessee Initials: \_\_\_\_\_

**SERVICES:**

The lessor shall only provide the following described equipment and services as pursuant to this contract without any exceptions or additions either implied or verbal.

1. Hall: Tables and Chairs
2. Kitchen: Limited utensils, sinks, refrigerators, dishwasher and stoves. Usage of stoves is for reheating and serving of food **ONLY! No Complete Meal Preparation will be permitted by rule of the Cecil County Health Department!**
3. Company Provided Beer Dispenser: Yes\_\_\_\_ No\_\_\_\_ (Additional **\$50.00** Fee)

Lessee Initials: \_\_\_\_\_

**LESSOR'S RESERVATIONS:**

1. The lessor reserves the right to restrict the use of its name in any fashion. Toward that end, the lessor will permit the lessee to use the lessors name and address for the purpose of identifying the location where the scheduled event is to be conducted and for no other purpose. In the event that the scheduled event is of a commercial nature, the lessee has no authority to imply that the Charlestown Fire Company, Inc., supports, approves or endorses the commercial nature, business, products, services or event in any way.

2. If the lessee is applying for a one (1) day liquor license to be used at the leased premises, the lessee acknowledges that it is to the address of 307 Market Street, Charlestown, MD. 21914 only and is not to identify the lessor, Charlestown Fire Company, Inc., in any way. If the lessee does identify the Charlestown Fire Company, Inc., either directly or indirectly, intentionally or unintentionally, that this lease will be null and void and no further effect will all deposit monies forfeited to the lessor as agreed upon consequential damages.

Lessee Initials: \_\_\_\_\_

3. The lessor reserves the right to approve all decorations to insure that they are fire retardant and in keeping with the proper decorum that the lessor is known for. Under no circumstances will the lessee be permitted to use or possess any pyrotechnical displays, devices or equipment during any of the event on said premises.

Lessee Initials: \_\_\_\_\_

### **RULES OF CONDUCT:**

The following are the lessors rules and must be followed by lessee and guests:

1. No one under the legal age to consume alcoholic beverages shall be permitted to possess or consume any alcoholic beverages on premises or grounds including the parking areas
2. No one who is not a member of the Charlestown Fire Company, Inc., shall enter into other areas of the structure for any purposes unless accompanied by a member.
3. In its sole discretion, the Charlestown Fire Company, Inc. reserves the right to remove or escort or to have removed or escorted any lessee or guest that is participating in conduct unbecoming a guest on the premises or who is participating in any illegal conduct (i.e. defacing property, illegal consumption of alcohol or possessing or using illegal drugs or substances).
4. All bands, DJ's, speakers or others using equipment for entertainment will use only the banquet hall facilities for setup and will in no way modify, alter, attempt to modify or alter, change or connect to any of the electrical and/or audio/visual systems currently existing on the premises other than plugging their own equipment into the electrical wall sockets for the event.
5. No decorations will be hung from the ceilings or walls nor will any holes be placed in the floors, walls, ceiling system PERIOD. There are plastic hooks mounted on the drop ceiling system for your use for this purpose.

6. No alcoholic beverages will be consumed outside of the building by anyone during the event.
7. No confetti will be thrown or placed on tables
8. Outside doors are to remain **CLOSED** at all times. This is a climate controlled building so do not prop doors open.
9. No gambling of any type is permitted premises or grounds.
10. All rentals of the hall & premises must terminate no later than 12:00 am (midnight) and all occupants must vacate the premises and grounds (including parking areas) no later than 1:00 am.
11. No events conducted by the lessee shall extend beyond a six **(6)** hour time limit without expressed written permission on the lease agreement of the lessor.

Lessee Initials: \_\_\_\_\_

**INDEMNIFICATION AGREEMENT:**

The lessee agrees to indemnify the lessor in the event the lessee or any of its guests shall cause theft from, damage to, or defaces any property of the lessors whether within or outside of the premises and regardless of whether the said damage was intentional or unintentional. The lessee further agrees to be solely liable for and accept responsibility for its guests. In the event payment is due unto the lessor as a result of the lessee or action of any guests, the lessee shall make payment to the Charlestown Fire Company, Inc., within thirty **(30)** days of the date the bill is sent to the lessee.

Lessee Initials: \_\_\_\_\_

**HOLD HARMLESS CLAUSE:**

The lessee agrees to hold harmless the Charlestown Fire Company, Inc., from any and all liabilities arising from said event, particularly those attributed to any consumption of alcoholic beverages while in attendance of said event.

Lessee Initials: \_\_\_\_\_

**INTEGRATION CLAUSE:**

All parties hereto agree that this document to which they affixed their signatures (seal) contains the entire agreement between them and that ant alterations, changes, amendments or further agreements must be set forth in writing, executed by both parties before it will have any force or effect or be binding upon either. There is no provision for any oral modifications of this agreement.

Lessee Initials: \_\_\_\_\_

**FACILITIES RENTED & FEES BREAKDOWN:**

TYPE OF RENTAL:	FEE:	AMOUNT TO PAY:
Hall & Kitchen	<b>\$300.00</b>	
Clean Up Fee (non-refundable)	<b>\$50.00</b>	

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_:

I, \_\_\_\_\_; the lessee, have read the above conditions of this contract and will abide by all of the stated clauses and conditions set forth in this contract.

I, \_\_\_\_\_; the lessee, further understand that the failure to follow the above outlined clauses and conditions will cause the forfeiture of any fees that may otherwise have been returned at the conclusion of the above scheduled event or use of the said Charlestown Fire Company, Inc., facilities and grounds.

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Charlestown Fire Company, Inc. Agent

\_\_\_\_\_  
Lessee Printed Name

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

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**Fire Company Use Only**

Date Received Deposit: \_\_\_\_/\_\_\_\_/\_\_\_\_      Cash: \_\_\_\_      Check #: \_\_\_\_\_

Date Received Balance Due: \_\_\_\_/\_\_\_\_/\_\_\_\_      Cash: \_\_\_\_      Check#: \_\_\_\_\_

Deposit Returned: Yes No      Partial: Yes No      Amount: \$ \_\_\_\_\_

If Returned, Check #: \_\_\_\_\_      Date of Check Issuance: \_\_\_\_/\_\_\_\_/\_\_\_\_

If check not returned or only partial return made, explain why below: \_\_\_\_\_

\_\_\_\_\_