

**RENTAL AGREEMENT/APPLICATION  
BERLIN FIRE COMPANY**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between Berlin Fire Company, Inc., hereinafter called "Company" and \_\_\_\_\_, hereinafter called "Renter". This agreement must be completed and signed by the applicant as an application and the applicant must not consider the application as an approval for use or binding agreement until such time the agreement is executed by the fire company.

1. Renter has requested that the Company rent the Berlin Fire Conference Center to Renter for the following event: \_\_\_\_\_.

In which event will occur on the following date: \_\_\_\_\_.

The event will begin at the following time \_\_\_\_\_ and conclude by \_\_\_\_\_.

Access to the building for preparation shall be: Date: \_\_\_\_\_ Time(s) \_\_\_\_\_ (2 hrs)

Access to the building for cleanup shall be: Date: \_\_\_\_\_ Time(s) \_\_\_\_\_ (1 hr)

The expected attendance is \_\_\_\_\_ persons.

2. Renter has agreed to pay Company the following rental fee for one day event with reasonable access for setup and cleanup based upon facility availability: \$300 for four hour event period, two hour setup period, and one hour cleanup period and deposit. An additional \$25.00 per hour charge per event period, setup and cleanup period greater than those listed above. Which said fees are payable as follows: \$150.00 "cleaning/booking/damage deposit" and one half of rental fees at time of contract signing with balance due fourteen calendar days prior to event. Said deposit shall be refunded within fourteen calendar days of conclusion of event if conference center is left in "clean condition" by the date and time listed below, all rules and regulations were complied with and no damages occurred to fire company property. All trash must be removed to outside dumpster and tables and chairs stored as found. Photos on website as to setup of conference center. Deposit will not be refunded if trash generated exceeds available capacity of dumpster, hall not clean, or put back as found. No trash of any kind to be left outside or in any of the parking areas. No events charging admission shall be held. If rental balance is not paid fourteen days prior to event, then said deposit is forfeited and date is released by renter.

There is no refund of any fees if function is cancelled after fourteen days prior to the event.

Clean up must be completed by: Date:\_\_\_\_\_Time:\_\_\_\_\_

3. The rental only provides for use of the conference center and restroom. Parking is provided on the north side and immediate south side of the building and east side of railroad tracks. Parking is not permitted to interfere with fire company banquet hall if in use. Any parking in grassy areas to the west of railroad tracks is at own risk. NO parking to the south side, front, or rear of firehouse building. No items such as banners, flags, tables, chairs, furniture or fixtures, etc. are to be removed from the conference center. No holes drilled to affix any decorations or other items to decorate or damage of any surfaces while affixing any decorations to said facilities. Use of presentation equipment with prior approval—computer with internet, wireless internet, projector, screen, and white board. Internet not guaranteed as to dependability due to circumstances beyond control of Berlin Fire Company.
4. If the Renter provides the service of free alcoholic beverages at the event, Renter agrees that it is preferred that no person under the age of 21 shall be present; however, if such underage persons are present, Renter agrees that Renter shall be responsible to see to it that no underage person seeks to consume alcoholic beverages, nor will any adult accompanying such underage person seek in any way to be served alcoholic beverages which that person will later provide for consumption by any underage person. Renter agrees to indemnify and hold Company harmless from any matter whatsoever related to the consumption of alcoholic beverages, either by adult consumption or with regard to any underage alcohol consumption. Renter acknowledges that this indemnity is a condition precedent to the service of any alcoholic beverages by Company to Renter, their guests or invitees. No sales of alcohol will be allowed by Berlin Fire Company, Inc
5. Renter agrees to use due care in the protection of Company property, and such care shall extend to the parking area, and all un-rented areas of Company's building. Renter shall comply with all Federal, State, County, and local laws which include but not limited to a non-smoking facility.
6. Any food items brought must comply with all health department regulations.

7. As consideration for the privilege of renting the conference center facility, Renter does hereby agree to indemnify and hold harmless Company from any obligation, legal action, or any cause of action whatsoever caused by the presence of Renter, Renter's invitees and guests, at the event described hereinabove. Company agrees that it shall provide as agreed upon conference center for the event, together with such personnel, food service and alcoholic beverage service as necessary to accommodate Renter's event but, specifically does not warrant, represent, or otherwise put forth any promise regarding the facility or services other than the requirements set forth in this Agreement. Renter agrees that the conference center shall be provided "as is" without any additional requirement other than the facility as it exists upon the date of this Agreement.

8. The fire company at its discretion may approve or deny any event and make adjustments to said fees.

IN WITNESS WHEREOF the parties hereto have executed this Rental Agreement as of the day and year first herein written.

Berlin Fire Company, Inc.

By: \_\_\_\_\_ President

Witnessed by: \_\_\_\_\_  
House Committee Chairperson

\_\_\_\_\_  
Renter Signed Name

\_\_\_\_\_  
Renter Printed Name

Renter Information

Business/Personal Name: \_\_\_\_\_

Fed Tax ID if applicable: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Rental Fee Worksheet**

**Deposit due at time of application:** **\$150.00**

**Set Up Fees:**

**Start Time:**\_\_\_\_\_ **End Time:**\_\_\_\_\_ **Total Time:**\_\_\_\_\_

**Two hours or less** **\$0.00**

**If greater than two hours** \_\_\_\_\_ hours x \$25.00 per hour **\$**\_\_\_\_\_

**Event Fees:**

**Start Time:**\_\_\_\_\_ **End Time:**\_\_\_\_\_ **Total Time:**\_\_\_\_\_

**First Four Hours** **\$300.00**

**Hours greater than four hours** \_\_\_\_\_ hours x \$25.00 per hour **\$**\_\_\_\_\_

**Cleanup Fees:**

**Start Time:**\_\_\_\_\_ **End Time:**\_\_\_\_\_ **Total Time:**\_\_\_\_\_

**One hour or less** **\$0.00**

**Hours greater than one hour** \_\_\_\_\_ hours x \$25.00 per hour **\$**\_\_\_\_\_

**Total Rental Fees:** **\$**\_\_\_\_\_

**To be paid at Application/Contract Signing**

**Deposit:** **\$150**  
**½ Rental Fees** **\$**\_\_\_\_\_

**Total Paid** **\$**\_\_\_\_\_ **Date Paid:**\_\_\_\_\_ **Check #:**\_\_\_\_\_ **Cash Receipt #:**\_\_\_\_\_

**Date Balance owed (14 days prior to event)**\_\_\_\_\_

**Balance Owed: \$**\_\_\_\_\_ **Date Paid:**\_\_\_\_\_ **Check #:**\_\_\_\_\_ **Cash Receipt #:**\_\_\_\_\_

**Renter Signature:**\_\_\_\_\_

