

**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 Banquet Hall 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: \$575 for four hour event period, two hour setup period, and one hour cleanup period A \$75.00 per hour additional charge per event period, setup and cleanup period greater than listed above. Which said fees are payable as follows: \$100.00 "cleaning/booking deposit" and \$287.50 of basic rental fee and ½ of additional fees at time of contract signing with balance due fourteen calendar days prior to event. Said "cleaning deposit" shall be refunded within fourteen calendar days of event if said rental hall is left in "broom clean condition" and trash removed by the date and time listed below and requested by renter and no damages to fire company property. All trash must be removed to outside dumpster and hall swept. Security deposit will not be refunded if trash generated exceeds available capacity of dumpster. No trash of any kind to be left outside or in any of the parking areas. No rentals if any admission is charged. 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 large banquet hall, adjoining foyer and restroom, and use of elevator. Parking is provided on the north side of the building and east side of railroad tracks. Parking is not permitted or in any grassy areas. NO parking to the south side, front, or rear of building. There is no use of the kitchen facilities.

The fire company has the capability to provide meal services under separate agreements if desired. No items such as banners, flags, tables, chairs, furniture or fixtures, etc. are to be removed from the banquet hall, foyer, and restrooms. No holes drilled to affix any decorations or other items to decorate or damage of any painted surfaces while affixing any decorations to said facilities.

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 save 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. Any sales of alcoholic beverages will only be allowed by Berlin Fire Company, Inc and renter shall pay all costs of alcohol permit license fees and \$50.00 bar set-up fee. These fees must be paid at least sixty (60) calendar days in advance to allow for processing of alcoholic beverage licenses. These fees are NON REFUNDABLE. All prices of sold beverages (alcoholic and non-alcoholic) shall be at discretion of Berlin Fire Company, Inc. After the license processing has started, the license fees, rental booking deposit and hall rental

deposit become NON REFUNDABLE.

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 to the fire hall must comply with all health department regulations.
7. As consideration for the privilege of renting the Fire Hall facility, Renter does hereby agree to indemnify and save 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 the Fire Hall facilities 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 Fire Hall facility 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 Calculation and Payment Sheet

Security/Cleaning Deposit: \$100.00

Date/Time of Setup: _____

Two hours or LESS: NO CHARGE

Greater than Two hours: # of hours _____ **x \$75.00 per hour=\$** _____

Date/Time of Event: _____

Four hours or LESS: \$575.00

Greater than Four Hours: # of hours _____ **x \$75.00 per hour=\$** _____

Date/Time of Cleanup: _____

One hour or LESS: NO CHARGE

Greater than One Hour: # of hours _____ **X \$75.00 per hour=\$** _____

Alcohol License: \$100.00

Bar Set up Fee: \$50.00

At contract signing

Deposit \$100

Rental \$287.50

½ Any Additional Fees \$ _____

Alcohol License (must be 60 days in advance) \$100

Bar Set Up Fee \$50

Amount Paid: _____ **Date:** _____ **Check #:** _____ **Receipt #:** _____

Balance Due Fourteen Days prior to event: \$ _____

Balance Paid: _____ **Date:** _____ **Check #:** _____ **Receipt #:** _____