

**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: \$675 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 \$350 of rental fee 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" 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. If any admission is charged, fire company receives a 10% portion of admission fees regardless if admission was paid in advance or at the door to be paid the day of the event. 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 to interfere with library operations 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 forty-five (45) 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 is received from the county, the 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.

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: \_\_\_\_\_

Payment Record—Cleaning/Booking/Rental Deposit—Date: \_\_\_\_\_ Amount: \$450.00 Check#: \_\_\_\_\_ CASH

Remaining Balance— Date: \_\_\_\_\_ Amount: \$ 400.00 Check#: \_\_\_\_\_ CASH

If applicable—Alcohol Fees—Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Check#: \_\_\_\_\_ CASH

Hall Rental Agreement Updated 02-2017 Member to be on-site during event: \_\_\_\_\_