

Bowers Fire Company, Inc.  
3285 Main Street  
Frederica, DE 19946  
(302) 335-4640

### Hall Rental Agreement

This agreement made the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, between the  
Date Month Year

Bowers Fire Co. Inc., hereafter called the Company, and \_\_\_\_\_,  
Renter's Name

hereafter called Renter, for services listed below.

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#### Hall Rental Fees and Conditions

1. The rental fee is \$400.00 for a six (6) hour period; with a \$50.00 per hour overtime charge (Additional time must be pre-approved or will be subject to the supervising member).
2. The rental fee shall be \$200.00 if the Auxiliary caters the event (minimum of 25 plates).
3. A \$250.00 security deposit is due and will be refunded within 10 days of the event, provided no damages occur to the building or its environs.
4. A signed contract and security deposit are required to reserve the rental date.
5. All payments are due, no less than two (2) weeks prior to the rental date. (When the Auxiliary is catering the event, 50% of the catering cost will be required and the balance is due on the date of the event.)
6. Cancellation notice must be received in writing, no less than 10 business days prior to the event date in order to receive a refund. If notice is not received within the stated 10 business days, a \$100.00 service fee will be charged and the difference will be refunded.

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#### Hall Rental Terms and Conditions

1. All decorations must be supplied by the Renter. Application and removal of decorations must be supervised by the Vice President or his designee. Removal of all decorations must be completed by the end of the rental period. No decorations are to be attached to the walls or ceiling.
2. Should any damages occur over and above the \$250.00 security deposit, the Company will submit and itemized bill to the Renter. If the bill is not satisfied within 30 days of submittal, legal action will be pursued by the Company's attorney.
3. Alcoholic beverages are permitted with approval of the Company. A \$10.00 fee will be charged for a State of Delaware Gathering License.
4. Any rental for public or private use as a fundraiser must be approved by the Company's Board of Directors. The rental rates will be set by the Company and a minimum liability policy of \$100,000.00 must accompany the final payment. Any security personnel will be supplied by the Renter.
5. Gambling is strictly prohibited.
6. The facility will NOT be rented for lewd, immoral, or illegal acts.
7. Uncontrolled rowdiness by a person or persons will not be tolerated. This will result in prompt dismissal of all patrons, and possible notification of the proper authorities.

