

# Denton Volunteer Fire Company, Inc.

400 South Fifth Avenue  
Denton, Maryland 21629  
410-479-2121



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## HALL RENTAL CONTRACT

Event Date: \_\_\_\_\_ Set-up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Clean-up Time: \_\_\_\_\_

Lessee Name: \_\_\_\_\_ Event Type: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

This agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between the Denton Volunteer Fire Company, Inc., herein referred to as "DVFC", and \_\_\_\_\_, herein referred to as the "LESSEE" for any and all services described within this agreement.

- 1. Retainer Fee:** A \$250.00 refundable retainer fee, payable to the DVFC, is required to reserve the facility and is due in full prior to execution of this contract. A valid state issued identification will be required prior to signing the agreement. The retainer fee is in addition to any other fees listed herein. The retainer fee, or a portion thereof, will be forfeited by the lessee for damages to the facility, excessive clean-up, cancellation without 60-days' notice or other costs incurred to the DVFC to return the hall to its previous state prior to the lessee's event. Forfeiture of the retainer fee in no way absolves the lessee from additional fees associated with damages resulting from the lessee's event. The retainer fee will be returned to the lessee by a DVFC check via the U.S. Postal Service, payable to the lessee, whose name and address appears above, within 21 days after the event. (Lessee Initials: \_\_\_\_\_)
- 2. Rent:** The fee for the hall is \$100.00 per event hour with a three (3) hour minimum requirement. The maximum capacity of the hall is 250 persons, no exceptions. The lessee shall have three (3) hours prior to the function to decorate and set-up the hall. With prior approval of the DVFC and subject to availability, the hall may be available for set-up the day prior to the event. UNDER NO CIRCUMSTANCES ARE DECORATIONS TO BE HUNG AND/OR SECURED TO ANY WALL, DOOR, CEILING OR OTHER FINISHED SURFACE(S). The rental fee entitles the lessee to use of available DVFC tables, chairs and ice. The lessee shall have one (1) hour for clean-up at the conclusion of their function. Clean-up will consist of picking up of any trash in the hall, or otherwise, specifically from their event, restacking of cleaned tables and chairs, removing all trash and placing it into the DVFC provided dumpster, and cleaning up any large spills or liquids on the floor. Any personal items or decorations are the sole responsibility of the lessee and the DVFC shall bear no responsibility in the event the lessee fails to clean-up and remove said items. Rental fee is due to the DVFC no later than 30 days prior to the event. (Lessee Initials: \_\_\_\_\_)

- 3. Alcohol/Bar:** The DVFC maintains a liquor license for the sale of alcoholic beverages. **Absolutely no outside alcohol is permitted on DVFC property at any time and will force the closure of the bar for the duration of the event.** The DVFC will provide bartender(s) in the event the lessee desires to serve alcohol for the specified event period. For events up to 125 attendees, a single bartender will be provided for a fee of \$150.00 for up to 4 hours. For events exceeding 125 attendees, a second bartender will be required for an additional \$100.00 for up to 4 hours. For events exceeding 4 hours, a \$50.00 per hour fee will be required per bartender. The DVFC reserves the right to place “tip jars” on the bar to collect monetary tips for the bartenders. In the event the lessee wishes to not have tip jars, an additional fee will be assessed at the time of contract execution. The bar is cash only. If desired, the lessee can prepay for an “open bar”, and drinks will be deducted from that amount. If/when that amount is reached, the bar will revert to cash only. Open bars exceeding \$1500.00 in sales will receive a 10% discount. Thirty (30) days prior to the event, the lessee must notify the DVFC of the total number of attendees and the requested bar operating times in order to update the DVFC liquor license requirements. The DVFC reserves the right to deny patrons alcohol and/or remove them from the premises due to intoxication. All bar fees are due to the DVFC no later than 30 days prior to the event. (Lessee Initials: \_\_\_\_\_)
- 4. Kitchen:** The DVFC maintains a Health Department inspected kitchen. The kitchen is available to the lessee to warm-up pre-prepared foods in the oven and/or stove top for a fee of \$100.00. Meal preparation or caterers access to the kitchen will be charged a fee of \$1.50 per attendee for use of the kitchen. No DVFC pots, pans, wares or consumables may be used by the lessee. Upon conclusion of the event, the lessee will be responsible for cleaning the entire kitchen and returning it to the state to which it was found. All kitchen fees are due to the DVFC no later than 30 days prior to the event. (Lessee Initials: \_\_\_\_\_)
- 5. Concessions:** The DVFC holds the first right of refusal to prepare concession type foods for lessee’s desiring to have food served during their event. In the event the DVFC declines to prepare food, or the lessee desires others to do so, the kitchen must be utilized, and applicable kitchen fees paid, if the food is prepared inside the facility. There is absolutely no food to be prepared or cooked outside of the kitchen with the exception of crock-pot type foods. (Lessee Initials: \_\_\_\_\_)
- 6. Cleaning Fees:** A \$150.00 cleaning fee is required for all hall rentals. The cleaning fee is due to the DVFC no later than 30 days prior to the event. (Lessee Initials: \_\_\_\_\_)
- 7. Insurance:** The DVFC requires that the lessee provide an insurance policy or proof of insurance in the amount of \$1,000,000.00 to cover any property or assets of the DVFC which are damaged or destroyed as a result of the lessee’s event. Proof of insurance must be provided to the DVFC no later than 14 days prior to the event. Failure to provide adequate proof of insurance will result in forfeiture of all monies received and cancellation of the event. Host liquor liability must be provided if the bar is utilized. (Lessee Initials: \_\_\_\_\_)
- 8. Liability:** The lessee agrees to indemnify, defend, and hold the DVFC officers, members or agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the

rental and use of the premises, including, but not limited to, the personal guarantee of provision, service and dispensing of payment by renter, its members and the agents of alcoholic beverages at the Denton Volunteer Fire Company, Inc. (Lessee Initials: \_\_\_\_\_)

**I, the undersigned, have read and hereby agree to all terms and conditions set forth within this contract.  
I understand that I am personally liable for any and all damages resulting from my event.**

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

Printed Name: \_\_\_\_\_

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

**For the Denton Volunteer Fire Company, Inc.**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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