

Greenbackville Volunteer Fire Department, Inc.

1479 Stockton Avenue * P.O. Box 156
Greenbackville, VA 23356
☎ (757) 824-5251 Fax (757) 824-4902

Banquet Hall Rental Agreement

I, the undersigned, hereby agree to rent the Greenbackville Vol. Fire Dept. - Banquet Hall Facility, located at 1468 Ellis Street, Greenbackville, Virginia, for the sum of _____. The Greenbackville Volunteer Fire Department, Inc. (GVFD) acknowledges that _____ of this rental fee is a refundable security deposit.

I also agree to assume full responsibility for the consumption and distribution of alcoholic beverages on the premises of the GVFD during the below described function. If any alcoholic beverages are served, I will obtain a banquet license, from the Virginia Alcoholic Beverage Control Board (www.abc.virginia.gov/), **and** provide a **copy** of such license to the GVFD. I understand the license must be clearly displayed during the function. In addition, I relieve the Greenbackville V.F.D. of any responsibility and/or liability for guests and myself.

Furthermore, I agree to clean the banquet room, kitchen area, restrooms and parking areas, leaving them in the original condition that they were found. I also assume responsibility for any and all damages(s) to the property of the GVFD. Any damages exceeding the Security Deposit will be billed to the undersigned, and must be paid in full within 10 days of receipt.

I understand I may cancel this rental agreement upon giving written notice, 30 days prior to the rental agreement date. Failure to do so will result in the security deposit being forfeited. Also, I agree to pay the "Balance in Full" 30 days prior to the rental date of the facility, or the GVFD reserves the right to re-rent the hall at their discretion.

Date of Event: ___/___/___ Rental Period: _____

Renter's Name: _____ Phone: _____

Address: _____

Renter's Signature: _____ Date: _____

A deposit of \$_____ (Check #_____) was submitted to guarantee and confirm the above hall rental reservation. The balance of \$_____ Will be due on or before _____ (30 days prior to event)

Greenbackville Volunteer Fire Department, Inc.
Banquet Hall Facility Rental
Rules & Regulations
Effective June, 2010

1. The use of tobacco products is strictly prohibited within the entire facility. Smoking urns are provided near the front doors.
2. Setting up the building for an event must be done the day of the rental. All rentals are permitted three (3) hours preceding an event and three (3) hours following an event at no charge for set-up and clean-up. The GVFD may give you more time to set-up and/or clean-up; by request only. The facility must be vacated by 1:00 A.M.
3. Parking is permitted in front of the banquet hall and to the left (east) of the building. At no time shall a car be parked in front of any of the **Fire Station** overhead doors. The Union United Methodist Church parking lot should ONLY be used as an overflow parking area.
4. Renter is not permitted to use nails, screws, glue or other materials for decorating; which may deface the walls, ceiling or woodwork. Non-fast adhesive tape may be used for affixing decorations (except on ceiling tiles).
5. It is your responsibility to evaluate and monitor your guests in order to maintain control of your function at all times.
6. If complaints of noise from the rental function are received by the Accomack County Sheriff's Office, GVFD reserves the right to terminate the event at once.
7. It is the responsibility of the Renter to remove all trash, bottles, cans, food, and other debris from the Banquet Hall, refrigerators, coolers, and parking lot; and properly dispose of such trash from the property of the GVFD.
8. The kitchen facilities will be available for an additional fee of \$50.00 – All renters are allowed to use the sinks and refrigerator at no extra charge. A request to use the kitchen for any warming, cooking, heating or frying must be approved at the time of application.
9. Any damage to the building and/or the inventory of chairs, tables, and appliances must be reported to the Greenbackville Volunteer Fire Department - House Chairperson at once. Failure to do so may result in the forfeiture of the damage/security deposit.
9. No furnishings of any kind are to be removed from the premises.
10. GVFD reserves the right to charge \$35.00, for any returned check.
11. Failure to comply with the Hall Rental Rules and Regulations will allow forfeiture of your security deposit to the Greenbackville Vol. Fire Dept.

Greenbackville Volunteer Fire Department, Inc.
Banquet Hall Facility
General Information

- Capacity:** Maximum Occupancy: 150 people (with tables)
Parking spaces (handicapped in front of hall entrance)
- Availability:** Weekdays and Weekends, if available
- Facility:** Area: 2,700 Square Feet
Tables: 24 large rectangular (Seats 8 to 10)
Chairs: 150 Folding Chairs
Full Service Kitchen (Additional Fees Required)
Restrooms
Large Capacity Ice Machine
Audio/Visual System (Additional Fees Required)
Caterer Available
Smoke-Free and Fully Air Conditioned Facility
- Decorations:** Activities or decorations that could damage the facility are not permitted.
- Rates:** Non-Kitchen Use: \$150.00 per event (Limited to 3 hours)
\$30.00 per hour in excess of 3 hours
Security Deposit - \$150.00
- Full Kitchen Use: \$200.00 per event (Limited to 3 hours)
\$30.00 per hour in excess of 3 hours)
Security Deposit - \$200.00
- To Hold Date:** Contact our representative to check hall availability and to complete the contract. To hold a date the rental contract must be completed, security deposit included, and the full rental payment is due 30 days prior to the event date.
- Contact Us:** G.V.F.D. – 757-824-5251
Hall Representative: Chris Hughes 757-894-0328
Fax: 757-824-4902
Email: _____

Greenbackville Volunteer Fire Department, Inc.
Check List for Renters

1. MAIN BANQUET ROOM:
 - a. Return chairs and tables to original locations. _____
 - b. Sweep floors with green dust mop. _____
 - c. Mop floors. _____
 - d. Remove all decorations. _____
 - e. Remove and bag all garbage and trash. _____

2. SIDE BANQUET/TROPHY ROOM:
 - a. Sweep floors with green dust mop. _____
 - b. Mop floors. _____

3. KITCHEN (If arranged in advance):
 - a. Clean stoves (if used) and counters. _____
 - b. Wipe out ovens (if used). _____
 - c. Wash, dry, and put away any utensils used. _____
 - d. Wipe down inside of refrigerators (if used). _____
 - e. Remove ALL your food & beverages from refrigerator. _____
 - f. Sweep and mop floor. _____
 - g. Remove and bag all garbage and trash. _____

4. BATHROOMS:
 - a. Empty trash baskets. _____
 - b. Wipe down sinks and toilets. _____
 - c. Sweep and mop floors. _____

5. MISCELLANEOUS:
 - a. Take absolutely everything you brought with you. _____
 - b. Make sure all trash is removed from trash receptacles. _____
 - c. Trash liners/bags shall be replaced. _____
 - d. Trash and garbage shall be removed and disposed of from the premises by the Renter.
 - e. Do not drag tables and chairs across the floor.

Thank you for supporting;

Greenbackville Volunteer Fire Department, Inc.
Revised and Adopted June, 2010