

## Hall Lease Agreement

This is a lease agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Seaford Volunteer Fire Department, Inc. a corporation of the State of Delaware, party of the first part, hereinafter called the Lessor or SVFD and

\_\_\_\_\_, party of the second part, hereinafter called the Lessee. In consideration of the mutual covenants hereafter expressed, the Lessor and the Lessee agree as follows:

**1. Rules and Regulations:** The Lessee or Lessee's agent has reviewed the Lease and agrees to abide by said Rules and Regulations. **Any failure to do so may be the basis for a refusal by the SVFD representative to allow an event to proceed, the forfeiture of the security deposit and all monies paid or refusal to allow the Lessee to rent the hall in the future.** (Note particularly rules #3 alcoholic beverages; #9 order and #10 noise.)

**2. Indemnification:** Lessee shall indemnify and hold harmless the Lessor, City of Seaford and SVFD Ladies' Auxiliary against all claims, demands, suits or judgments, including expenses incurred in connection therewith for injuries to persons or loss or damage to property arising out of or in connection with the use and occupancy of the leased premises by Lessee, its agents, employees or invites, specifically including any claims arising from Lessee's failure to enforce the requirements of the aforementioned Rules and Regulations.

**3. Fees:** The lessee agrees to pay the following to **Seaford Vol. Fire Dept., Inc.**

Hall rental fee - up to 5 hrs	\$600	
Hall rental for Meeting – 3 hrs max. Light refreshments only	\$400	
Hourly rental over five hours	_____ @ \$100 per hr	
Refreshment Center set-up fee (bar/alcohol)	_____ @ \$100 per bar	
<u>Discount w/Ladies' Aux Catering</u>	(\$150)	(_____)
Decorating the day before fee over 4 hours -	___ @ \$50 per hr	
Other: Projector/screen (\$100)	_____	
Security Deposit (refundable – see rule # 4 b)	\$350	<b>\$350.00</b>
<b>Total</b>		

**Payment Received: Cash, Check or M.O Number:** \_\_\_\_\_ **Amount** \_\_\_\_\_

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 Rental date: \_\_\_\_\_ Type function \_\_\_\_\_

Contract Times: Starting: \_\_\_\_\_ Ending: \_\_\_\_\_ (When Glass Doors are Open)

Lessee Name & Address \_\_\_\_\_  
 (for deposit refund) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone No. of Lessee's agent \_\_\_\_\_ cell \_\_\_\_\_

Lessee's Email Address: \_\_\_\_\_

Lessee's agent (print) \_\_\_\_\_ sign \_\_\_\_\_

SVFD's agent (print) \_\_\_\_\_ sign \_\_\_\_\_

### **1. Banquet hall rental:**

- A) The banquet hall can accommodate a maximum number of 400 persons.
- B) Any event lasting more than **five hours** will require an additional fee of \$100/hr paid in advance.
- C) **All events must be scheduled to end by 12 midnight and the building vacated one hour after the contract ends.**
- D) Time to decorate and/or arrange the hall is not included in the five-hour event time and may be arranged in advance with the SVFD Hall Coordinator. There will be no charge for this time the day of the event. **If hall availability permits, setup the day before up to 4 hours is at no cost. If more than 4 hours are used, the cost is \$50.00 an hour for each hour or portion over 4 hours.**
- E) Tables and/or chairs will be set by SVFD or its designees prior to the event (See #8 below).
- F) Tables will be cleared and the hall cleaned by SVFD or its designees after an event.

### **2. Catering:**

- A) Catering by SVFD Ladies' Auxiliary is optional and may be arranged through the hall coordinator and/or the Auxiliary President.
- B) Kitchen facilities are the property of the SVFD Ladies' Auxiliary and the facilities may not be used by any outside organizations or caterers or private individuals.
- C) Lessee using outside caterers must notify them of the following: Only a service elevator and serving tables are available for their use, **they are expected to provide all other materials and clean up after serving.** Trash is to be bagged and placed in the dumpster behind the building.

### **3. Refreshment Center:**

- A) A refreshment center is available to provide both alcoholic and non-alcoholic drinks for a fee.
- B) **If alcoholic beverages are served, they shall be provided by SVFD. No alcoholic beverages may be brought into the hall by the Lessee or the Lessee's guests. Any violation of this rule may result in the event being terminated and hall closed without refund.**
- C) All state regulations regarding alcoholic beverages are in effect and no alcoholic beverages will be served to anyone under the age of 21.
- D) Payment for refreshments may be by cash payment or on an event fee basis. This may be arranged through the SVFD Hall Coordinator.

### **4. Hall Rental Fees:**

- A) Hall rental fees shall be set by the Executive Board of the Seaford Volunteer Fire Department, Inc. Current hall rental fees are outlined on the signature page of this agreement. The Executive Board may elect to allow use of the hall rent-free for a meeting of a public nature scheduled by Mayor and City Council.
- B) A security deposit is required to cover minor damage above normal wear and tear or for excessive cleaning charges. After an event, the SVFD representative will inspect the hall for damage or the need for excessive cleaning. If he/she determines such a condition exists, all of the security deposit will be retained by SVFD. Failure to adhere to the terms of the hall lease agreement will also constitute forfeiture of security deposit and all monies paid. Otherwise, the deposit will be returned within 30 days. This policy in no way limits the liability of the Lessee for damage that exceeds the amount of the security deposit.

## **5. Payment:**

The Lessee agrees that the hall rental fees and a deposit of \$350 will be paid to the Lessor, (SVFD) at the time the lease agreement is signed. No lease agreement will be confirmed until it is filled out in its entirety, signed by both the SVFD and Lessee and the \$350 deposit and hall rental fees are paid to the Seaford Volunteer Fire Department, Inc. The \$350 deposit will be forfeited if the Lessee cancels this lease agreement, including a change of rental date, and nullifies a full refund of payment unless the cancellation or change is made at the request or direction of the SVFD.

## **6. Lessee's Responsibility for Valuables Brought into the Banquet Hall:**

A) Neither the City of Seaford, the Seaford Volunteer Fire Department, Inc., nor the SVFD Ladies Auxiliary will be responsible for valuables brought into the Banquet Hall whether before, during, or after an event; or left in the Banquet Hall for whatever reason. These valuables could be, but are not limited to the following: band equipment and instruments, cameras, decorations, coats, handbags, exhibit materials, etc. All property kept, stored, or maintained on the premises, whether by the Lessee or anyone coming in, under, or with the permission of the Lessee, shall be kept, stored or maintained at the sole risk of the Lessee and without any expense, liability, or responsibility on the part of the Lessor.

B) If the Lessee should require additional security, such security shall be supplied by personnel from a full time, licensed security guard company. Compensation for the additional security will be at the expense of the Lessee. At the signing of the Hall Contract, the Lessee shall inform the Lessor of the intent to hire additional security and what company will be used.

C) The Lessor (SVFD) may, at its sole discretion, determine that the type of function being held requires additional security. It shall be the responsibility of the Lessee to supply such security as outlined above, at the Lessee's expense, or the event will be cancelled.

## **7. Cloak Room Service:**

The SVFD does not provide a cloakroom attendant. Facilities are available for use at Lessee's risk (See #6 above).

## **8. Hall Setup and Decorations:**

A) Table placement will be at the discretion of the Hall Coordinator and/or Ladies Auxiliary President. Any special requests must be submitted to the Hall Coordinator no later than **10 days prior** to an event.

**B) Hall decorations may NOT be attached to ceilings or walls, including the stage and lobby. Decorations should be of fire retardant materials and free of any safety hazards or materials that may damage the building or floors. If candles are used, they must be enclosed in globes. OPEN FLAME CANDLES ARE NOT ALLOWED. SAND may NOT be used either openly or in containers as a decorating material. Violating decorating guidelines voids return of security deposit.**

**C) Any decorations or items left more than twelve (12) hours after an event become the property of the SVFD, and may be disposed of by SVFD.**

### **9. Order in the Banquet Hall:**

It is anticipated that the lessee will keep order, obey the rules of the hall and respect the furnishings in the building. If the SVFD Hall Coordinator or his/her designee finds that an event becomes unruly, disobeys the rules of the hall or damages furnishings in the building, they will ask the Lessee's agent or person in charge to restore order and/or make restitution. If necessary, the SVFD Hall Coordinator or his/her designee will contact the Seaford Police Department to restore order and/or clear the hall.

### **10. Noise:**

Since the banquet hall is located in a residential area, it is necessary to limit the sound volume from events held in the hall. The SVFD Hall Coordinator or his/her designee shall control the volume of all events held in the hall and shall have the final decision concerning appropriate volume (See #9 above).

### **11. Heating, Air Conditioning, Windows, Lights, P.A. system, etc.:**

The SVFD Hall Coordinator or his/her designee will control operation of the hall facilities and equipment. A public address system with cordless microphone is provided upon request.

### **12. Accidents in the Banquet Hall:**

Any accidents in the building must be reported immediately to the Hall Attendant or his/her designee. An injured person may be advised to see a doctor or go to the hospital for evaluation.

### **13. Tables and Chairs:**

A) All tables and chairs in the Banquet Hall are owned by the SVFD except the round tables which are the property of the Ladies Auxiliary. **Round tables are available for separate rental** if the Ladies Auxiliary does not cater an event.

B) The Lessee may **NOT** bring tables and chairs into the banquet hall from an outside vendor.

### **14. Smoking:**

No smoking is allowed inside of the building including the bathrooms and lobby areas.