

Wallington Fire Company Hall Rental Agreement

7863 Ridge Road, Sodus NY 14551

Event: _____ Number of Guests expected _____
(Not to exceed 150)

Name(s) _____

Additional contact person _____

Address _____

Phone _____ email _____

Date requested: _____ Start time: _____ Finish time: _____

\$250.00 Security Deposit must be received 30 days in advance)

(Cut off time is 11:00 PM at the latest)

Check all that apply:

_____ \$60.00 per hour **HALL RENTAL** Maximum of 6 hours (cut off time is 11:00 PM)
\$75 for educational or civic groups of fewer than 50 people; \$50 Wallington Firemen only

_____ \$250 **Hall Clean Up by Firemen**
Part of Deposit is \$100 for clean up and will be refunded if cleanup is done by renter**

_____ \$50.00 **Kitchen Use** (Food prep, utensils, coffee pots; clean up done by people using kitchen not Firemen)

_____ YES NO **USE OF BAR** No charge for bartender (Need 30 days notice to secure bartender)

_____ Total Due Security Deposit _____ Balance Due _____
(Date is not secure until deposit is received) (Due 10 days prior to event)

I understand the following:

-NO OUTSIDE ALCOHOL TO BE BROUGHT IN – EVERYTHING SERVED FROM BAR TENDER

-Bartender/Fire Dept personnel may refuse service to anyone and has authority to ask guest to leave the premises. No alcohol outside of building.

-Guest must be 21 years of age to purchase alcoholic drinks and **will** be asked to provide proof of age.

-Alcohol will be acquired from the bar area only, wedding toast is only exception

-Arrangements must be made in advance to have no more than 2 hour access before the event for set up, deliveries etc.

-No smoking inside the building.

-No sticky tape or tacks on walls or ceilings; No misuse of appliances, furniture, etc (no dancing on the tables)

-A \$250.00 deposit is immediately required to secure the date;

payable to Wallington Fire Dept.

and mailed to: % Richard Mumby 7663 Ridge Road, Sodus, NY 14551

Deposit returned, minus \$15.00 booking fee, if cancellation is made at least 30 days prior to event.

Deposit will be forfeited if there is damage to fire hall or property. If damages is more than \$250.00 LEGAL action will be taken.

Returned check fee is \$25.00 and balance must be paid in cash within 7 days.

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Signature required on second page

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****Cleaning Deposit/Damages/Other** - Cleaning deposit of \$100 which is part of the required \$250.00 will be refunded if cleaning is not needed by Firemen. Renter shall return the premises in at least as good of condition as received or cleaning deposit will be forfeited. Individuals or groups using the hall and/or hall equipment assume liability for breakage and/or other damage to the building and its contents. Any damage or destruction caused by the renter will be repaired or replaced at the expense of the renter. Cleaning/damages incurred above the cleaning deposit will be the responsibility of the person to whom the hall is rented. All functions, when held in or upon the Wallington Fire Company Hall property, will comply with all municipal and state laws and regulations.

Cleaning Checklist -

- * Sweep all floors, (with special attention to the kitchen if used)
- * Remove all personal items from the refrigerator.
- * Remove all garbage from building to the outside dumpster.
- * If any kitchen items are used, clean and return to proper location.
- * Tables, countertops, and other surfaces need to be clean.
- * If dishwasher is used it must be cleaned and wiped dry.
- * Tables and chairs need to be put back to their original positions.
- * Lights need to be turned off.
- * Doors must be locked when event is over.

Facility Usage/Indemnity Agreement Form - Renter has received and signed the above named form and understands its implications. All hall renters must sign this form prior to use of the hall.

Questions should be referred to Mary Jane Mumby at 315-483-4067 (remumby@yahoo.com)

*Checks should be made payable to Wallington Fire Dept and mailed to
Richard Mumby, 7663 Ridge Rd, Sodus, NY 14551*

Signed: _____ Date _____
(By signing this you agree to the term of this rental agreement)