

Chittenango Fire Department

Hall Rental Rules Agreement

The rental of the Chittenango Fire Dept. hall is \$175.00 for a 4(four) hour time period. Additional hours can be added for \$25.00 per additional hour.

Payment in cash is to be made at the earliest convenience by the person or people renting the hall, to the fire dept. representative that you made the arrangements with to rent the hall. Hall rental is for the private use of the people who make the arrangements to rent the hall. The hall is not to be sublet or rented to another person under any circumstances. If for whatever reason the person who rented the hall has to cancel the rental all monies paid for the rental will be refunded to the person that signed the agreement.

It will be the responsibility of the people who rent the hall to keep their guests under control. There will be no drugs or weapons on the fire dept. property. All children of the guests are the responsibility of the person renting the hall. In the event the fire dept. should get an alarm all guests should remain in the building.

The person renting the hall will be given the name and phone number of a contact person, in case problems arise or supplies are needed.

The front door will be programmed to be unlocked during the hours of your event. All parking for your event will be on the north side of the building. All doors to the truck bays will be locked. There is no smoking in the building at any time.

The air conditioner can be used for an additional \$25.00.

The use of the sign in front of the building can be used for the event for an additional \$25.00

You can decorate the hall. We ask that you do not tape anything to the walls. DO NOT use folding chairs to stand on to decorate.

Streamers can be hung from the ceiling by gently pushing up tiles and putting streamers under the tile.

The hall is to be clean after the event by the people who have rented the hall. There are brooms next to the refrigerator in the kitchen. It is not required of the people renting the hall to mop the floors after the event, unless something has been spilled. If the hall is cleaned up and tables back as they were before the event and the chairs on the tables, the fire dept. will refund the \$50.00 deposit that was paid when the hall was rented. The contract person will handle this. It is the responsibility of the person renting the hall to pay the fire dept. for any expenses to repair any damage done during the event.

Table and chairs are out for your use. We ask the tables are not dragged across the floor, please carry them. Any unused tables and chairs can be placed on the racks in the rear of the room. At the end of the event, we ask that the tables and chairs be put back in the general area that they were, prior to your event.

All trash is to be taken to the garbage box next to the shed, on the north side of the building. No trash is to be left in the building or hallway. There are cans for recyclables.

Alcohol is allowed in the building, but it is the renters responsibility to monitor its use.

The kitchen is available for use, including the refrigerator. There is an additional charge of \$25.00 for use of the kitchen. At the end of the event the kitchen is to be cleaned up and all stovetop burners and ovens are to be turned off. The use of deep fat fryers is not allowed.

We want you to have a safe, fun event. We will work with you to make that happen. By signing below you acknowledge that you have read the rules and agree with them.

Chairs are to be put on tables before you leave so the floor can be cleaned.

Renter _____

Chittenango Fire Dept. Rep. _____

Rep. phone number _____

Date _____ Date of event _____

Hall Rental- 4 hours \$175.00 _____

Additional hours \$25.00/hour _____

Air Conditioner _____

Sign _____

Kitchen _____

Deposit-returned if hall cleaned _____

Total due _____

Deposit returned on (date) _____