

Pawling Fire Department
PO Box 132
25 South Street
Pawling, NY 12564
Phone & Fax 845-855-1144

Facilities Rental Agreement

Date: _____

This rental agreement (the Agreement) is between the Pawling Fire Department and _____ (the renter), for the rental of the hall/pavilion located at 25 South Street, Pawling, NY.

Renter must provide the following:

Address: _____

Phone #: _____
(Daytime) (Evening) (Cell)

Date of the Event: _____ **Hours of Event:** _____
Set Up: _____

Type of Event: _____

Approximate number of people expected to attend: _____

Alcohol will be served: Yes: _____ No: _____ **Will the Event be catered:** Yes: _____ No: _____

Caterer: _____
(Name and phone number)

Rental

Hall \$ _____ Kitchen \$ _____ Bar \$ _____ Pavilion \$ _____ = \$ _____

Facilities Manager @ \$15 per hour for _____ hours (**to be paid, in cash, before start of event**) = \$ _____

Bartender @ \$15 per hour for _____ hours (**to be paid, in cash, before start of event**) = \$ _____

Notes: _____

Signature of Renter: _____ Date: _____

Signature of Renting Member: _____ Date: _____

Rental Deposit: _____ Date Paid: _____ Check #: _____

Security/Cleaning Deposit: _____ Date Paid: _____ Check # _____

Balance of: _____ Due By: _____ Date Paid: _____ Check # _____

Caterer Proof of Liability received: _____ Date: _____

Security/Cleaning Deposit returned: _____ Date: _____ Amount: _____

Thank you for choosing our facility for your special event. The following are requirements for renting. Complying with these rules will ensure that you will receive a full refund of your deposit. You are completely responsible for the facility rented during your rental time and the condition of the building at the end of your event.

Rental Charges:

A deposit, paid by check, to secure your rental date is due upon signing of contract. A Hall Security/Cleaning Deposit must also be paid by separate check upon the signing of this contract. This Security/Cleaning Deposit shall be returned to the renter provided the renter (and caterer, if applicable) cleans areas used according to the agreement. If any damage occurs to any property belonging to the Fire Department or Fire District, this deposit shall be forfeited and the renter shall be billed for any damages above and beyond the Security/ Cleaning Deposit. The renter is responsible for any reasonable fees caused by the collection of any damages owed. The Hall Security/Cleaning Deposit fee will be mailed to the renter within one week of the event's conclusion. **The remaining rental fee must be paid at least one week prior to the "EVENT". All fees must be paid by personal checks drawn on a local bank or money orders. Checks should be made payable to Pawling Fire Department.**

Catering

Renter may furnish his/her own caterer. All caterers must provide a certificate of insurance two weeks after contract is signed or at least two days before the event, whichever is earlier.

Hall Capacity:

The maximum capacity of the hall is 240 persons. No exceptions can be made.

Entertainment:

Renter may furnish his/her own DJ or Band. The use of fog or smoke machines is forbidden within the hall.

Bar Policy:

If the bar is rented, the Pawling Fire Department will provide soft drinks. Renter must provide beer, liquor, and all mixers as well as cups. The Pawling Fire Department does not sell alcoholic beverages except at special licensed events. The Pawling Fire Department does not permit underage drinking. If any is found, the function will end and all payment will not be refunded. The Pawling Fire Department will supply the bartenders. One bartender per 75 adults. **The Bartender(s) must be paid in cash before the start of the event.**

Decorating Guidelines:

The use of glitter, rice, confetti, birdseed or any other similar materials is not permitted. No candles or open flames are allowed. Only table decorations and free standing decorations may be used within the hall. Decorations may be hung from the ceiling from provided ceiling hooks. Absolutely no nails, hooks, pins, tacks, tape or glue are permitted on any surface. Renter must furnish own ladder.

Hall Hours:

The hall is rented for a minimum window of time totaling 7 hours. This includes 5 hours of event time with one hour each for setup and cleanup. You can schedule extra time for an additional fee of \$15 per hour for setup and cleanup and \$100 per hour for extra event time. This scheduled overtime must be paid in advance as well as confirmed with the manager. Next day cleanup is not permitted. **Non-scheduled overtime will be billed at \$150 per hour to renter and/or taken from the Hall Security/Cleaning Deposit. Non-scheduled overtime fees for the Facilities Manager and Bartender will also be deducted from the Security/Cleaning Deposit. Local authorities may enforce the building curfew.** The hall will close no later than 1 a.m., with no exceptions. All guests shall vacate the hall within ½ hour at the end of the event. Renter shall vacate the hall within 1 hour of the event's conclusion.

All applicable federal, state, county and town laws and ordinances must be followed. Any violation will result in termination of this agreement with no refund given for any part of the rental fees including all deposits.

Facilities Manager:

A Facilities Manager must be present for the duration of the rental. The Fire Department shall appoint a manager at its discretion. The renter shall pay the manager a fee of \$15 per hour. **The Facilities Manager must be paid in cash before start of event.** This manager is to insure that all rules and conditions of this agreement are followed. The manager is to report any damages or violations to the Fire Department President immediately.

Cancellation:

If cancellation occurs more than 30 days from the date of the rental, then rental fees and full deposit will be refunded. If cancellation occurs less than 30 days before the scheduled date of the event, then the rental fees will be refunded, but the deposit will be withheld.

Refunds

The Pawling Fire Department reserves the right to cancel the event if it becomes essential to use the building for any officially declared emergency or disaster. At such time, the Pawling Fire Department shall refund all fees paid. The Pawling Fire Department shall not be responsible for any actual or implied costs of the Renter related to any such cancellation.

Hold Harmless and Indemnification Clause

I have read and agree to abide by the Rental Rules and Regulations of the Pawling Fire Department, respecting use of the Hall/Pavilion. I will not permit non-rental areas of the complex to be used by our members or guests and will abide by the advice or instructions of the Facilities Manager.

I, and my organization, hereby indemnify the Pawling Fire Department, its officers and employees and hold them harmless against any cause, claim or suit arising from our use of the premises.

Print Name

Signature

Date

Pawling Fire Department Rental Rules
Renter Copy

1. Renter is responsible for the cleaning of the hall/pavilion and leaving it in the condition it was found.
2. An announcement must be made at the beginning of the event pointing out all fire exits.
3. All garbage must be removed to the dumpster located on the west side of the Fire House.
4. Any dishes, pots and pans or utensils that were used must be washed and put away.
5. All table and chairs must be cleaned, stacked and stored in bar.
6. All exterior doors shall remain closed during cold weather. If during warmer weather, the air conditioners are used, the doors must also remain closed.
7. No smoking is permitted within the building.
8. No candles or open flames are allowed except for catering sternos when used with chaffing dishes.
9. Out of concern for the safety of your guests, the Apparatus Room is off limits.
10. If the renter uses the walk-in cooler, all leftover food from the renter must be disposed of prior to their departure, unless permission is otherwise given by Facilities Manager.
11. The host is responsible for all guests' actions and in the event of illegal activity, the Facilities Manager shall immediately close the hall and notify the appropriate persons.
12. All parking must be in designated parking areas in the parking lot. Parking next to the building is not permitted. **ALL FIRE LANES AND EQUIPMENT BAYS MUST REMAIN OPEN.**

*Pawling Fire Department Facilities
Clean up Checklist*

- _____ 1. Garbage cans emptied and bags placed in dumpster
- _____ 2. Tables and chairs cleaned and put away
- _____ 3. Decorations taken down
- _____ 4. Bathroom floors should be swept
- _____ 5. Hall floor swept
- _____ 6. Kitchen floor swept and mopped
- _____ 7. Carpet vacuumed
- _____ 8. Dishes, pots, pans etc. cleaned and put away
- _____ 9. Cigarette and cigar butts need to be properly discarded outside in ashcans*

*Cigarette and cigar butts remaining outside on grounds,
after conclusion of event, will result in partial deposit withholding