

# Social Hall Rental Schedule and Agreement

## Johnson Fire Department / Rutgers Engine Company # 1

JFD Member: \_\_\_\_\_

### Rental Schedule

**DEPOSIT** of \$250.00, and rental fee to be paid when reservation is made and confirmed. Business / Fundraising Events will be determined by the Board of Directors. Payment must be made by either check or money order payable to THE JOHNSON FIRE DEPARTMENT, The deposit will be returned after the hall is inspected and found to be in proper order, after your event.

**RENTAL FEE FOR MINISINK RESIDENTS:** \$500.00  
**NON-RESIDENTS:** \$550.00

**CAPACITY: Not to exceed 150 People**

**CANCELLATION:** Cancellation of reservation will be accepted in writing no later than 14 days prior to the date of the event.

### NOTICE OF LESS THAN 14 CALENDAR DAYS WILL RESULT IN THE FORFEITURE OF YOUR DEPOSIT

NAME : \_\_\_\_\_

GROUP / ORGANIZATION: \_\_\_\_\_

ADDRESS (NO PO BOX): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DAYTIME & EVENING PHONE : \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ HOURS: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

IS THIS FOR A BUSINESS OR FUNDRAISING EVENT: YES \_\_\_\_\_ NO \_\_\_\_\_

NUMBER OF ATTENDEES: \_\_\_\_\_

**RENTAL AGREEMENT:**

In the following agreement the Johnson Fire Department (JFD) shall be known as the “Landlord” and the group / individual renting the Social Hall will be known as the “Tenant”

1. I / We, the Tenant : \_\_\_\_\_, do hereby request to rent the JFD Social Hall on \_\_\_\_\_, 20\_\_\_\_\_
2. The purpose and intended use of the facility will be:  
\_\_\_\_\_
3. The total estimated number of individuals attending this function as outlined in item #2 above will be \_\_\_\_\_. I / We the tenant agree that the above number will not exceed the amount of people allowed by the Town of Minisink Building Department.
4. I / We the tenant, understand the social hall may be used for legal and peaceful purposes only. I /We, the tenant acknowledges and agrees to hold the Johnson Fire Department / Rutgers Engine Company # 1 wholly harmless from any incidents occurring from my / our use of the social hall, facility and grounds.
5. I / We the tenant, agree to the rental rate schedule agreement as outlined in the document.
6. I / We the tenant understand that we will be allowed in the facility as of 10 AM on the day of the event to set up for our event.
7. I / We the tenant, understand that the rental term for the hall will be for a twelve (12) hour duration. The function must end by 10:00 pm.
8. NOTHING MAY BE ATTACHED TO THE WALLS, DOORS, CEILING. NOTHING MAY BE TACKED, TAPED, OR STAPLED. At no time can JFD property be removed from any walls or other locations. Failure to comply with this section will cause you to lose your security deposit and forfeiture of future use of this facility.
9. The tenant will collect all decorations and trash. Trash will be deposited in the front, left of the building in the JFD trash dumpster. No lose garbage will be left by tenant.
10. Tenant will be responsible for providing their own equipment for the cleanup of the kitchen, bathrooms and social hall. It is recommended that the tenant hire an outside contractor for these purposes.
11. No equipment or fixtures may be removed from the facility without the written permission of the Landlord.
12. The landlord reserves the right and sole discretion to refuse the rental of the facility to any event that is deemed contrary to the positive image of the JFD, or that may be found objectionable by the community.
13. I / We, the tenant, will agree to indemnify the Johnson Fire Department for any damages to the facility caused during my/our use of the hall (see security deposit). In addition I agree to pay the landlord for any additional cost which exceeds the security deposit.

**UNDER NO CIRCUMSTANCES CAN ANYONE PARK IN FRONT OF THE FIRE DEPARTMENT TRUCK BAY DOORS!**

14. The tenant must provide, prior to the event, an insurance certificate in the amount of one million dollars (\$1,000,000.00) naming the Johnson Fire Department as additional Insured. Johnson Fire Department must be listed as the certificate holder.
15. **No part of this agreement will be affected by or changed by any oral agreement. Changes must be accepted in writing by the landlord.**
16. The use of Propane, LP Gas, Barbecue or any other open flame devices in the JFD building is strictly prohibited. Sterno heaters for chafing dishes and candles in stable candle holders on tables are permitted.
17. No alcoholic beverages of any type are to be sold or served to any person under the legal drinking age in New York State currently being 21 years of age. If you are serving alcohol at your event, the box for "Host Liquor Liability" box must be checked on the insurance certificate. Insurance certificates must be obtained from your Homeowners Insurance Company.
18. Smoking is prohibited inside the building.
19. Fundraisers / Business events are prohibited unless specifically outlined by the tenant in this application and approved by the Board of Directors. The Board of Directors can at its option impose additional requirements as it sees fit or deny application for any reason.
20. No third party representation for insurance or booking. The tenant must be a family member for a family affair or an organization representative for an organization affair.  
**If the Johnson Fire Department determines that a third party tried to represent another party, the tenant will forfeit their deposit and will not have future access to the Rutgers Engine Company # 1 Social Hall. This policy will be strictly enforced**

### **Building Security Deposit:**

Possible claims against the tenants security deposit shall include but are not limited to :

1. **Damages:** The actual cost of replacement or repair of any physical damage of the JFD property either by the tenant, the tenant's caterer, guests or others action directly or indirectly on behalf of the tenant.
2. **Overtime:** Tenants failure to vacate the JFD property by the end of the agreed upon time period shall result in a minimum overtime charge of \$100.00 per hour.
3. **Kitchen Clean Up:** Failure of the tenant or tenant's caterer to the hall, bathrooms or kitchen in a satisfactory condition will result in the loss of their security deposit.
4. **Keys:** Failure to return all keys / key Fobs to the JFD will result in the loss of the security deposit.
5. **Check List:** The tenant shall inspect the facility at set up and before leaving the premises after use and shall note to JFD representative of any damage or condition that the renter feels might adversely impact the tenant's security deposit on a JFD hall rental check list.
6. Failure to comply with this section or any other section will cause you to lose your deposit and forfeiture of future use of this facility.

I / We have read the foregoing agreement and fully understand and accept each item as presented.

Date : \_\_\_\_\_, 20\_\_\_\_\_

Organization / Individual \_\_\_\_\_

Title: \_\_\_\_\_ Signature \_\_\_\_\_

\*\*\*\*\*

Date Approved \_\_\_\_\_, 20\_\_\_\_\_

Agreement Accepted by JFD \_\_\_\_\_

For JFD Use Only:	Date: _____
Deposit Received: \$ _____	Check # _____ or Cash \$ _____
_____ Rules Reviewed with Tenant	
_____ Special Considerations	
:	_____
_____ Other :	
	_____
Deposit Returned (if applicable)	_____

<b>Board of Directors Approval</b>	
1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

# Hall Rental Check List

Approved Application \_\_\_\_\_

Payment Received \_\_\_\_\_

Insurance Certificate Received \_\_\_\_\_

Key Fob Issued to Tenant \_\_\_\_\_ Key Fob # \_\_\_\_\_

## Building Condition Prior to Event

Outside \_\_\_\_\_

Foyer \_\_\_\_\_

Main Hall \_\_\_\_\_

Kitchen \_\_\_\_\_

Bathrooms \_\_\_\_\_

Tenant Signature & Date \_\_\_\_\_

## Building Condition After Event

Outside \_\_\_\_\_

Foyer \_\_\_\_\_

Main Hall \_\_\_\_\_

Kitchen \_\_\_\_\_

Bathrooms \_\_\_\_\_

Key Fobs Returned \_\_\_\_\_

Tenant Signature & Date \_\_\_\_\_

JFD Representative \_\_\_\_\_

JFD Emergency Contact Phone number \_\_\_\_\_