



Depauville Volunteer Fire Department, Inc.

15191 School Street P.O. Box 99
Depauville, NY 13632-0099

Banquet Hall Rental Agreement

This is an agreement between the Depauville VFD and the below signed RENTER.

Hall rent for functions is charged at the hourly rate is based on total occupancy time (ie, including set-up and cleanup).

The renter is responsible for securing desired catering and bartending services. Caterers/bartenders must provide the fire department with proof of insurance and licenses prior to the event.

Decorations may not be secured to the walls in any fashion. Decorations may be hung from the ceiling grid only by the use of hangers made for the purpose. Tape used to secure table coverings must be removed after use. Confetti is not to be used anywhere in the hall. Do not stand or sit on tables or chairs. A ladder is available for use at your own risk.

The hall must be left in an "as found" condition unless other arrangements are made. At minimum all standing chairs must be stacked on top of standing tables or folded and placed with other stored chairs.

A deposit of **\$100.00** is due at the time this agreement is signed. The deposit will be returned upon determination that the building is clean and that there is no damage resulting from the event.

The total of all fees and charges is payable 7 days before the event.

There will be a \$30.00 charge on returned checks.

Fees:

- Hourly Rental @ \$15.00 per hour: _____ Hours = \$ _____
- Weekly Rental (5 days, 8 hours per day): **\$400.00**
- Event Rental: **\$175.00** (includes prior day setup, event, following day cleanup if necessary)
- Use of Kitchen (includes use of walk-in cooler and range): **\$50.00**
- Use of cooler only: **\$25.00**
- Use of dishes and flatware: **\$25.00**
- Use of dishwasher (also requires FD member to be on site): **\$75.00**
- Use of convection ovens: **\$75.00**

Date of Event: _____ **Time from** _____ **to** _____ **Type of Event:** _____

Number of guests/visitors/users expected: _____

Total Cost for Rent of Banquet Hall: \$ _____

Security Deposit Received: \$100.00 Initials _____

Balance Due: _____ **On:** _____

Print Name: _____ **Phone Number** _____

Renter Signature: _____ **Date:** _____

Fire Dep't. Signature: _____ **Date:** _____

6/21/13

www.depauvillefd.org