



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 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 that purpose. The fire department has these hangers available. Tape used to secure table coverings must be removed after use. Confetti is not to be used anywhere on the premises. Do not stand on tables or chairs. A ladder is available for use at your own risk.

The facility must be left in as "as found" condition unless other arrangements are made. At minimum, all tables must be cleaned and the floor swept and cold/damp mopped.

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

The total of all fees and charges is payable seven (7) days before the event. Access will not be given unless this is paid.

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

FEE Schedule:

- Hourly Rental @ \$15.00 per hour: _____ Hours = \$ _____
- Weekly Rental (5 days, 9 hours per day): \$400.00
- Event Rental: \$175.00 (includes prior day set-up, event, following day cleanup as needed)
- Use of Kitchen (includes use of walk-in cooler and range): \$50.00
- Use of cooler only: \$25.00
- Use of dishes and flatwear: \$25.00
- Use of dishwasher (requires presence of FD member): \$75.00
- Use of convection ovens: \$75.00

Total Cost for Rent of Banquet Hall: _____

Security Deposit Received: Initials _____

Balance Due: \$ _____ Due on: _____

Date of Event: _____ Time from _____ to _____

Type of Event: _____ Number of guests/visitors/users expected: _____

Print name: _____

Email: _____ Phone: _____

Address: _____

Renter Signature: _____ Date: _____

Fire Dep't. Signature: _____ Date: _____