



FVFAC MULTI-PURPOSE ROOM RENTAL CONTRACT

This contract is made on _____ by and between The Fallston Volunteer Fire and Ambulance Company, Inc. (hereafter referred to as "The FVFAC") and _____ (hereafter referred to as "The Renter") that The FVFAC shall make available the following:

Place: The FVFAC Multi-Purpose Room, 2201 Carrs Mill Road, Fallston, MD, 21047
Event Date: _____
Duration of Event: _____ hours beginning _____ A.M./P.M. ending _____ A.M./P.M.
Type of Event: _____
Set up time for decoration: 2 hours -from _____ A.M./P.M. to _____ A.M./P.M.
Number of Tables: _____ **Number of Chairs:** _____ (Maximum 217)

This contract must be signed by the Renter and returned to the FVFAC address below prior to the due date of _____. The event date being requested by the Renter *will not be considered* until The FVFAC Hall Rental Chairperson receives the completed contract & the required security deposit. If you do not return the completed contract & security deposit to the FVFAC Hall Rental Chairperson by the due date, the contract will be considered cancelled.

The maximum occupancy load of the FVFAC Multi-Purpose Room for events utilizing banquet seating is 217 people.

Rental of FVFAC Multi-Purpose Room: The rental rate for the FVFAC Multi-Purpose Room is \$100 per hour beginning at the time the doors open for the Renter's event. It is the Renter's responsibility to set up the Multi-Purpose Room for the event and clean up after the event by returning the Multi-Purpose Room to its original state. Renter has the option to have FVFAC perform the required set up and/or clean up for an additional \$200.00 fee. *If you decide not to use our hall, please return this contract immediately with a short note so we will be able to rent it to another person. Please mark the contract cancelled.*

Security Deposit: A security deposit of One Hundred Dollars (\$100.00) is required for each event. The Renter's security deposit will be refunded if the Multi-Purpose Room is cleaned at the conclusion of the event and made ready for the next event. The Multi-Purpose Room will be inspected within 24 hours of the conclusion of the event, not later than the next scheduled event. If all items on the Renter's checklist are satisfactorily completed and there are no actual damages to FVFAC property the Renter's security deposit will be returned in full within ten calendar days of the event.

Additional terms:

- No vehicles, etc. allowed on the brick sidewalk. All vehicle parking shall be to the rear of Multi-Purpose Room in designated parking area(s) only.
- Pets are not allowed in the FVFAC Multi-Purpose Room. Service animals shall be exempt from this policy.
- Gambling Permits, when required, must be obtained prior to the event by the Renter from the Harford County Sheriff's Office. See this link for information... (permit subject to verification by FVFAC personnel)... <http://www.harfordsheriff.org/services/gambling/>.
- If alcoholic beverages are to be consumed on FVFAC property all county and state regulations must be followed and FVFAC Board of Directors approval must be obtained. **If alcoholic beverages will be provided, served or consumed during this event indicate by entering your initials here [].** If you do not indicate that alcoholic beverages will be provided, served, or consumed and it is determined that they are on the premises without Board approval, The FVFAC reserves the right to terminate the event immediately.
- No decorations, signs, etc. are to be to be taped or attached to Multi-Purpose Room walls.
- No objects or equipment shall be removed from the building without prior FVFAC Board of Directors approval.
- Renter shall remove all personal property, trash, and other items that were brought into the Multi-Purpose Room during the Renter's event.

****Please make checks payable to The Fallston Volunteer Fire & Ambulance Company, Inc.****
Attention - Jenna Streib - Hall Rentals
P.O. BOX 141 Fallston, MD 21047

Received by Jenna Streib
Hall Rental Comm. Chair

AUTHORIZED SIGNATURE _____ *DATE* _____
PRINTED NAME _____
ADDRESS _____
PHONE _____

Initial:

Date:

Yes, I wish to have Multi-Purpose Room set up
and/or cleaned up for an additional \$200.00 fee.

PLEASE CHECK BOX

