

Contract for Rental/Use of the Rushville Fire House Meeting Room

A \$200 deposit is required at time of reservation. This deposit will be refunded within 10 business days from the time of the event providing there are no damages to the building, grounds, and/or contents, and the building is cleaned (see below). A member (officer) of the Rushville Hose Company will do a pre-inspection and post inspection to check for cleanliness and damages. The person signing the agreement is encouraged to accompany the officer for both inspections. The building will be provided for your use in a clean, neat, and safe condition. We ask that at the conclusion of your event the building is in the same condition.

User Fees:

- Meeting room only \$150
- Meeting room & Kitchen \$175
- Meeting room, Kitchen, & BBQ Pavilion \$200

New York State law prohibits smoking **ANYWHERE** in the building.

New York State Fire Code limits the maximum number of people in the meeting room too:

- 78 with tables and chairs
- 100 without tables and chairs

Pins, tacks or tape will **NOT** be used on walls, ceilings, windows, or any wooden trim anywhere in the building. If decorations need to be hung from any of these you must use self releasing adhesive stickers that do not harm the surface of what the sticker is attached to when removed.

Cleaning Specifications: (we will furnish cleaning supplies)

1. All floors must be swept & mopped including: Meeting Room (hardwood floor with plain clear water), Kitchen, Hallways, and Bathrooms.
2. All garbage cans emptied and bags replaced (we will supply the bags). Garbage placed in engine room along wall.
3. Bathrooms to be clean (toilets flushed, sinks wiped down)
4. Kitchen sinks, counters, and stoves clean and wiped down (if kitchen was used)
5. All decorations removed
6. Tables cleaned (tape removed if used)

The building will be opened at the time agreed upon with the Rentee. At the end of the event and after the building has been cleaned, the furniture will be placed in the positions found and lights turned off.

Any damage to the building, grounds, or building contents will be the responsibility of the Rentee. Any cost incurred to repair damages will be deducted from the deposit before any refunds are returned. If the cost exceeds the amount of the deposit the person signing this agreement will be billed for the amount of the difference.

If after inspection the building is found to be in need of additional cleaning, the members of the Rushville Hose Company will provide a minimum of two people clean the building at the rate of \$25/hr each with a minimum of one hour each. This cost will be deducted from the deposit before any refunds are returned.

The Rentee agrees to hold the Rushville Hose Company and the Village of Rushville harmless, on behalf of themselves and their guests, for any injury or illness that may take place during, or as a result of, their event. The Village of Rushville reserves the right to request proof of insurance from the Rentee for any and all events deemed appropriate.

Alcohol: By serving alcohol at an event, the Rentee understands that the Rushville Hose Company and the Village of Rushville, and their affiliated parties, including their current insurance carrier and/or agent, are to be held harmless for any incident, injury, or accident that may result from the consumption of alcohol. The Rentee also understands that it is their responsible to ensure they have the proper insurance coverage to host an event during alcohol is served and that they are not violating any Federal or State regulations.

Use of Rushville Fire Department Meeting Room Application, Agreement, & Release

Set-up:

Date _____ Open time _____ Close time _____

Event:

Date _____ Open time _____ Close time _____

Facilities Requested:

Meeting Room

Kitchen

BBQ Pavilion

Event Information:

What will premises be used for? _____

Will you be serving alcohol?

YES, I WILL BE SERVING ALCOHOL

Initials of Rente: _____

I understand that by checking the box "YES" the Rushville Hose Company and the Village of Rushville, and their affiliated parties are to be held harmless for any incident, injury, or accident that may result from the consumption of alcohol.

NO, I WILL NOT BE SERVING ALCOHOL

Total number of anticipated attendees: _____

Fee for Use \$ _____ Check No. _____ Cash _____

Deposit \$ _____ Check No. _____ Cash _____

Rente Information:

Name of person responsible: _____

Address: _____

City: _____ State: _____

Zip: _____

Phone: (____) ____-_____

Signature of Responsible person: _____

Received for the Village
of Rushville By: _____

Date: _____