



Hartford Volunteer Fire Company, Inc.

Matthew Rogers, President - Krissy Stewart, President (Auxiliary)

PO Box 121, 8118 State Route 40 Hartford, NY 12838

Assembly Hall Rental Contract

The Hartford Volunteer Fire Company, Inc. agrees to rent its' Assembly Hall to (name, address, contact phone number):

on the date (s) of:

Usage: (Check which applies)

Wedding and/or Wedding Reception:

○ Includes:

- 72-hour use of the facility to decorate, hold the function and allow for proper clean-up of the facilities.
- A Door Access Key/Fob to allow for access to the facility at the renters' convenience.
- Access to the attached kitchen.
- Rental cost of **\$650.00** (includes flat cleaning fee of **\$50.00**.)
- Security deposit of **\$150.00** (due at time of reservation,) which is returnable upon confirmation that the facility has been returned to the state at which it was found (i.e, floor dust mopped, trash removed, tables wiped down, no damages exist) and Door Access Key/Fob has been returned.

All Other Functions:

○ Includes:

- Rental rate of **\$75.00/hour**
- Flat Cleaning Fee of **\$50.00**
- Security deposit of **\$150.00** (due at time of reservation,) which is returnable upon confirmation that the facility has been returned to the state at which it was found (i.e., floor dust mopped, trash removed, tables wiped down, no damages exist) and Door Access Key/Fob has been returned.
- Access to the attached kitchen.
- A Door Access Key/Fob to allow for access to the facility at the renters' convenience.

□ Additional Negotiated Exceptions:

Insurance Requirements: All parties renting the Assembly Hall shall provide evidence of “also insured” coverage to the Hartford Volunteer Fire Co, Inc. Such coverage shall meet a minimum of \$300,000 homeowners’ insurance, \$500,000 business insurance or \$300,000 “One Day Insurance Rider.” A copy of the insurance coverage must be filed with the Hartford Volunteer Fire Co, Inc. no later than 48 hours prior to the event.

Alcohol Policy: Regardless of the function, when alcohol of any form is being made available, a N.Y.S. Temporary Alcohol Permit is required. This permit shall be filed with the Hartford Volunteer Fire Co, Inc. no later than 48 hours prior to the event. No “Bring Your Own Beer” will be allowed without the required permit.

Rules of Usage:

- This is a Tobacco-Free Facility
- Use of tacks, tape or other attachment devices for hanging decorations or other articles is prohibited.
- Renters are financially responsible for any damage caused to themselves or their guests.
- No “Door Fees” may be charged by the renter.
- All parking is to be in the rear parking lot. NO PARKING in the signed restricted areas.
- 7 days or more notice of cancellation or rescheduling is required or deposit will be forfeited.
- Cleaning applies to the entire rented area (kitchen, bathrooms, hall, parking lot.)
- The Apparatus Bay is OFF LIMITS to all, except HVFC personnel.

Any violation of the agreed upon terms of this contract will result in the immediate cancellation of the function and forfeiture of all monies.

Insurance Policy Number: _____

Name of Renting Party: _____

Signature of Renting Party: _____

Name of HVFC Representative: _____

Signature of HVFC Representative: _____

Date of Signing: _____