

Rental Agreement

For the Fire Department Training Facility Hall, 191 McMaster St., Owego, NY,
Between

The Volunteer Fire Department of the Village of Owego, NY,
hereafter referred to as "the Owego Fire Department" or "the Fire Department", and

Name (Group/ Contact) _____

Address(no PO box) _____

Phone _____ Additional Phone _____

Reason for the rental: * _____

Alcohol to be served? Yes No

Event Rental Date: _____ Start Time _____ Finish Time _____

Set up Date: _____ Time: _____

Rental Party is a member of Owego Fire Department? Yes No Company # _____

The fees to be aid for this rental shall be:

Hall.....\$ _____ Paid: _____

Security Deposit\$ _____ Paid: _____

Table/Chair Rental FDVO Members only (no cost) – Deposit held

.\$ _____ Paid: _____

chairs _____

tables _____

Board Member verification of return _____

*The FDVO reserves the right and sole discretion to refuse the rental of the facility to any event that is deemed contrary to the positive image of the FDVO, or that may be found objectionable by the community.

****** Maximum occupancy allowed is 96

Terms & Conditions

No smoking within building

Deposit: To secure the hall or rental of table/chairs, the renter must remit deposit payment with written rental request. Your date will not be secured until agreement is signed and the deposit is received. The balance remaining due must be paid in full at pre-event inspection/key turn over time.

Payment must be made by either PayPal online (see link on page) or by check or money order payable to OWEGO FIRE DEPARTMENT. All returned checks will have a \$50 fee attached plus all bank/legal fees. No **CASH** will be accepted.

Deposit fee will be refunded if there is no breakage, damage or loss to the building or its contents as a result of your rental, or if additional expenses, such as cleaning, are incurred due to your event. If breakage, damage, loss or additional expense exceeds the deposit amount, renter agrees to reimburse the Fire Department for any excess over the deposit within 10 days of notification of such liability.

Keys or key cards that are issued shall be considered part of the contents and their loss shall be deducted from the deposit.

FDVO will not be responsible for any lost or damaged personal property during rental period, this includes the parking lot and grounds as well.

Cancellation: Cancellation of reservation will be accepted in writing no later than 14 days prior to the date of the event to be refunded deposit. Deposit is non-refundable with less than 14 days' notice.

Setup/Clean-up:

All renters are responsible for set-up and clean-up. This includes but is not limited to sweeping the floors, bathrooms, mopping all the areas, returning the hall set up to its original states and removal of all decorations, supplies, food and refreshments and trash. All recycling and trash must be disposed of in the dumpsters or per instructions of FDVO staff.

Decorations should be placed so as to not damage finish on walls and ceiling. No use of nails, screws or other material which may deface the walls, ceiling or woodwork. Blue painter's style masking tape is recommended to be used to affix decorations on all surfaces.

NO CONFETTI SHALL BE USED AT ANY TIME. A \$100 FEE WILL BE ASSESSED IF CONFETTI IS USED BY THE RENTER.

At no time can any Fire Department property be removed from any walls or other locations. Failure to comply with this section will cause you to lose your security deposit and forfeiture of future use of this facility.

Closing Time: Your event may not continue past 1 am.

Caterer: The caterer you hire must submit to the Fire Department a certificate of insurance and a current Tioga County Health Department certificate at least fifteen (15) days prior to your event. Caterer or renter must supply their own linens, dishes, silverware, cooking utensils, etc. Caterer and/or renter are responsible for cleanup.

Liquor, Wine or Beer: Must be supplied by caterer or renter. The Fire Department is not licensed to sell alcoholic beverages. If alcoholic beverages are to be present, "Liquor Legal Liability" or "Host Insured" must be stated on your certificate of Insurances. A current copy of your Certificate of Insurance in the amount of one million dollars (\$1,000,000.00) naming the Owego Fire Department as "Named Insured" for the duration of the event must be attached to this form when reserving hall. Renter agrees that should alcoholic beverages be served at this function, renter assumes all liability for any and all occurrences, accidents, damages or claims arising out of serving of alcohol. Renter agrees that no one under the age of 21 shall consume any alcoholic beverage.

Agreement:

I, the undersigned, for myself or as authorized agent for my group or organization, agree to follow all the terms and conditions of this agreement, as shown above. I agree to defend, indemnify and hold harmless the Owego Fire Department from any and all personal injury and/or property damage which may result from my group's use of this facility. Any personal injuries sustained during this rental will not be the responsibility of the Owego Fire Department. I will not hold the Owego Fire Department responsible for any scheduling errors or omissions; excepting the return of my deposit should my use of the hall not occur from such errors or omissions. I agree to complete and return this form, and to include the full amount of the rental fee(s) and deposits as well as the applicable insurance and health certificates before fifteen (15) days prior to my first requested date. I understand that my request and the purpose of my event must be approved by the Fire Department Training Facility Manager prior to being granted. No part of this agreement will be affected by or changed by any oral agreement. Changes must be accepted in writing by the Fire Department Agent.

Printed name: _____

Signed: _____

Date: _____

Approved & Accepted by: _____

Date: _____

For Department use only	
Entered in Calendar: (date, initials) _____	Facility inspected: (date, initials) _____

