

FUNKSTOWN

VOLUNTEER FIRE COMPANY, INC.

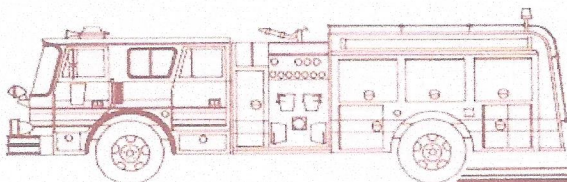
2 SOUTH WESTSIDE AVE.
P.O. BOX 670
FUNKSTOWN, MARYLAND 21734-0670

EMERGENCY FIRE RESCUE POLICE DIAL 911
BUSINESS PHONE 790-0090

FUNKSTOWN VOLUNTEER FIRE COMPANY, INC.

SOCIAL HALL RENTAL AGREEMENT

1. Thank you for your interest in renting the social hall of the Funkstown Volunteer Fire Co.. Please find enclosed a copy of the five-page rental agreement packet. Please note that the base rental is \$50.00 for first two hours, then \$25.00 for each additional hour with no cap. An additional check is required for a security deposit \$100.00 without alcohol. With alcohol a \$250.00 security deposit check is required.
2. Two separate checks are required so that we may hold the security deposit check until the rental activity has concluded and the venue has been returned to the pre-event condition.
3. To reserve the hall for an event, the second and third pages of this agreement must be completely filled out, signed and have the appropriate checks included. No dates will be reserved on the social hall calendar until all required items above are received.
4. Alcohol is permitted on the premises but must stay inside the social hall. Do not take alcohol upstairs or outside of building. Smoking is prohibited inside the building, you may smoke to rear of building and place butts in the appropriate receptacle.
5. The kitchen area may be used to serve prepared foods, but requests for use must be pre-approved by submitting a request to the board of directors.
6. Please understand the availability of the social hall for set-up and decorating will be dependent upon other functions scheduled for the social hall.



"Fire Prevention - Our Most Important Service"

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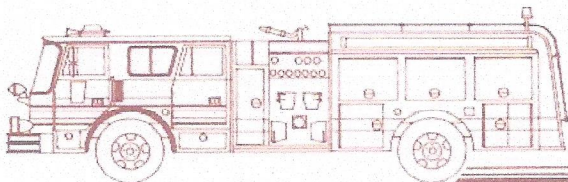
FUNKSTOWN VOLUNTEER FIRE COMPANY, INC.

Rental Rates and Rules 2016

Initial Fee	\$50.00 for 2 hours	Each Additional Hour	\$25.00 (No limit)
Security Deposit	\$100.00	Alcohol Security Deposit	\$250.00

To receive a full refund of security deposit, all of the following must be completed.

1. Total occupants in social hall shall not exceed 200 persons at one time.
2. Nothing is to be taped, glued or attached in any manner to the walls in the social hall.
3. All decorations, parts, pieces must be removed from social hall.
4. Telephones are for business use and are not to be used by organizers or guests.
5. Parking is only permitted in the paved areas of the parking lot.
6. Use of candles, open flames, smoke machines, etc. are prohibited.
7. The bingo equipment shall not be disturbed or used without special permission.
8. The kitchen shall only be used to serve prepared food through serving window.
9. Guests and non-members are not permitted in the upstairs portion of station.
10. During events doors must remain closed and shall not be propped open
11. Event activities must remain inside the building at all times.
12. No smoking inside building. Smoking allowed outside, use proper receptacles.
13. Use of CDS, paraphernal, is strictly prohibited on the FVFC property
 - a. Cancel event, loss of security deposit & Police notification
14. Gambling is prohibited, unless approved by the fire company in strict accordance with county gaming regulations.
15. Noise and music shall be kept at a reasonable level not to disturb fire company personnel. Requests made to reduce noise shall be promptly followed.
16. The social hall shall be vacated no later than 1am.
17. All trash shall be removed from social hall and placed in the outside dumpster.
18. Any spills shall be mopped and the floors shall be swept and mopped if required.
19. All chairs and tables must be returned as shown in the seating diagram.
20. A/C and Heating controls shall not be manipulated by event participants.
21. Damages to FVFC property and failure to follow rules above will result in forfeiture of security deposit.
22. Event organizers are responsible for your guests on FVFC property.
23. An inspection of the social hall will be conducted prior to return of security deposit.



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FUNKSTOWN VOLUNTEER FIRE COMPANY SOCIAL HALL RENTAL

PLEASE TYPE OR PRINT AND RETURN WITH YOUR SECURITY DEPOSIT.

DATE OF EVENT _____ 20____ TIME: FROM _____ TO _____

DESCRIBE EVENT: _____

ALCOHOL TO BE SERVED AT EVENT? YES NO
(ALCOHOL EVENTS MUST BE APPROVED BY BOARD)
 RESPONSIBLE PARTY CONTRACTING HALL RENTAL

NAME: _____
 ADDRESS: _____

 PHONE: () _____
 EMAIL: _____

CHECK ALL BOXES THAT APPLY

MY SECURITY DEPOSIT IS ENCLOSED:
 RENTAL CHECK IS ENCLOSED:
 I HAVE RECEIVED A COPY OF RULES AND SEATING DIAGRAM:
 I HAVE READ AND UNDERSTAND ALL RULES:

X _____ X _____
SIGNATURE OF CONTRACTING PARTY SIGNATURE OF FIRE DEPT. OFFICIAL

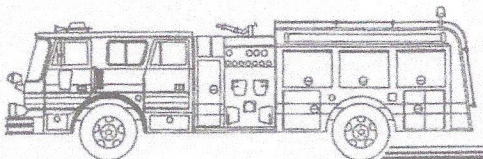
FOR DEPARTMENT USE ONLY

ALCOHOL EVENT AUTHORIZATION: _____
AUTHORIZING SIGNATURE DATE

EVENT PLACED ON CALENDAR
 SECURITY DEPOSIT RECEIVED. AMT \$ _____ DATE: _____
 RENTAL FEE RECEIVED AMT \$ _____ DATE: _____
 HALL IN ORDER PRIOR TO EVENT
 KEY ISSUED

POST EVENT INSPECTION CONDUCTED BY: _____
SIGN DATE

AUTHORIZATION TO RETURN DEPOSIT: _____
SIGN DATE



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CONTRACT & HOLD HARMLESS AGREEMENT

PLEASE COMPLETE AND RETURN WITH SECURITY DEPOSIT

DATE _____

DATE OF EVENT _____

GENTLEMEN:

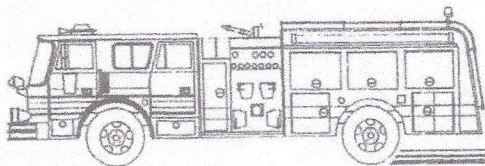
In consideration of the permission granted to the undersigned to use a part of the premises of the Funkstown Volunteer Fire Company, Inc. facilities and premises for the purpose of (describe the event)

we the undersigned, jointly and severally, and intending to bind all principals represented, whether or not disclosed, agree to indemnify and hold harmless the Funkstown Volunteer Fire Company, Inc., its officers, directors, members, agents, and servants from and against any and all claims by or on behalf of any persons, firms, or corporations arising from the use of the aforesaid facilities or premises by the undersigned, or any of them, or any of their guests, invitees, patrons, customers or others using the property in connection with the above-stated purposes, and from any activity, work or thing done, committed or suffered by the undersigned or any of the aforesaid entities, in or about the aforesaid facilities or premises, or arising from any act or negligence of any of the undersigned, or any of his, her, its or their agents, contractors, servants, employees, invitees or licensees. This indemnification shall not extend to those damages or injuries occasioned solely by the acts or omissions of Funkstown Volunteer Fire Company, Inc., its agents, servants or employees.

The undersigned hereby jointly and severally agree to abide by all laws applicable to the use of the facilities and premises as aforesaid, including, but not limited to applicable laws pertaining to the sale, distribution, use or consumption of alcoholic beverages while on the aforesaid premises. If required by law, the undersigned shall obtain a liquor license and submit same to the Funkstown Volunteer Fire Company, Inc. prior to use of the premises.

NAME OF ORGANIZATION OR CORPORATION

Signatures of all individuals
arranging to use the premises:



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Funkstown Fire Co. Inc.
 Bingo & Social Hall Seating Diagram
 Capacity 200 persons

All tables have three chairs on each side = six chairs per table. Failure to return all tables and chairs as show may result in forfeiture of security deposit.

Post event clean up check list.

- 1. Trash emptied in dumpster
- 2. Bathrooms cleaned
- 3. Tables and chairs put back and wiped down.
- 4. Floors swept and mopped
- 5. All decorations removed
- 6. lights turned off
- 7. Doors closed and locked

Remember, failure to complete this check list may result in forfeiture of security deposit.

