

WOODWARD TOWNSHIP VOLUNTEER FIRE DEPARTMENT SOCIAL HALL
RENTAL INFORMATION

Thank your for the interest in renting the Woodward Township Social Hall. This outlines the rules and procedures.

The social hall is available for rental for company meetings, wedding receptions, or other social events. Rental for a six hour time slot is \$400.00 plus a \$150.00 refundable deposit if all terms of the rental agreement are met. The rental also includes a two hour time slot for setup prior to the event. Each hour over (6) will be billed at the cost of \$100.00 per hour. All functions must cease by 12:00 midnight. The facility must be empty with the doors secured no later than 12:30 A.M. NO Exceptions will be made.

The main entrance to the social hall is located in the front of the building, to the left of the engine bay. The hall can also be accessed from the rear of the building. Both entrances are handicapped accessible. Parking is available at the rear of the facility. Some parking restrictions do apply and will be explained upon signing of the lease agreement. Our facility can accommodate 350 to 400 guests. Absolutely NO smoking is allowed in the building. Coat racks are available, and can be found in the meeting room, please place them in the main hall if used.

The kitchen is included with the rental for use by a caterer ONLY. If renter desires to prepare food for an event in the kitchen there will be an additional charge of \$100.00. The use of the kitchen is limited and at NO times will guests be permitted in the kitchen. The kitchen items that are available for use are the coffee pots, stove, limited refrigerator space and limited freezer space. The renter must provide any paper products and cleaning products needed to operate. A kitchen cleaning checklist must be completed if the kitchen is used. If any items on the checklist are found not to be complete there will be a \$10.00 per hour charge for completion. NO DEEP FRYERS ALLOWED

Alcoholic beverages are permitted on the premises if purchased and brought to the facility by the renter. Notification of alcohol must be marked in the space provided in the agreement. Use of glass bottles when serving beer or soda is prohibited.

The facility can accommodate a band or D.J. There are some limitations if power requirements exceed the standard 110 volt current. Entertainers need to be able to set up and break down all equipment the day of the function. No equipment should be left in the building overnight.

The hall is tentatively reserved for you for Date: _____. The tentative reservation is held until _____. To secure and complete your reservation. Detach the front page and keep for your information and complete the rental agreement, sign one copy and enclose your check for \$350.00 and return it in the enclosed envelope: If you have any questions call 326-3273.

Woodward Twp Vol Fire Co.
P.O. Box 70
Linden, PA 17744

WOODWARD TOWNSHIP VOLUNTEER FIRE DEPARTMENT
RENTAL AGREEMENT

TERMS OF RENTAL

1. This agreement made this _____ day of _____, _____ between the Woodward Township Volunteer Fire Company as Lesser, and _____ as Lessee.

2. In consideration of the rents and covenants hereinafter mentioned, the Lesser does hereby lease the following described rooms or premises:

_____ located at Woodward Twp. Vol. Fire Co. 4147 North Rt 220 Highway, Linden, PA. to be used for: _____.

3. Said Lease, subject to the conditions of this Agreement, shall be for the following dates: _____ Time: _____ to _____.

4. The Lessee agrees to pay \$550.00 to the Woodward Twp. Vol. Fire Co. For the use and occupancy of the premises for the times stated above. There is \$150.00 of this charge is held as a security deposit and refunded to the Lessee if all terms of this rental agreement are met. The deposit will be mailed to Lessee in the form of a check after the next fire company meeting following the event.

5. A \$350.00 deposit must be paid upon the signing of this Rental Agreement. The balance of \$200.00 is payable on or before _____. In the event you cancel your function, the \$350.00 will be returned only if the Woodward Twp. Vol. Fire Co. Is notified of the cancellation at least 45 days prior to the scheduled event.

6. The rental is for up to (2) hours for setup and (6) hours for the event. Each hour over (6) hours will be billed at the cost of \$100.00 per hour. The setup time and date will be approved by fire company rental agent and in most cases is the day prior to the event.

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7. As further consideration for the use and occupancy of said premises, Lessee agrees to indemnify and hold harmless the Woodward Twp Fire Company from any and all loss, cost or claims therefore made by the Lessee on its own behalf, or of its guests, employees, patrons, or public for any losses including consequential or direct damages or loss including but not limited to thefts of personal property, damage of personal property, damage for personal injury or accidental happenings of any sort occurring in the said premises at or during the occupancy of the Lessee herein and in any manner connected herewith.

8. The lessee must sweep floors and set-up hall as found with tables wiped and in proper order and location at the end of the event. The debris and trash from the event must be deposited in the dumpsters located at the side of the facility. The facility must be empty of all lessee property and the doors must be secured no later than 2 hours after the event unless discussed and approved on the day of the event setup by fire company rental agent

9. The kitchen if used includes the use of the appliances only. The lessee must provide any paper products and cleaning products needed to operate. The lessee is also responsible for supplying their own bottle gas for the grill. All appliances must be cleaned after rental and the floors must be mopped. The coffee pots and the Bunn Coffee makers may be used but must be cleaned after use. NO DEEP FRYERS ALLOWED

10. Due to Snow or Ice conditions the fire company is responsible for providing snow removal to allow access to the building for setup and the event. The Fire company is also responsible for plowing parking lot and applying antiskid if conditions warrant prior to event. During event ice melt will be supplied for lessee to spread in front of doors if conditions warrant.

11. The use of any areas not specifically named herein is prohibited. Failure to comply with this restriction will result in the loss of the security deposit with any damages incurred being the sole responsibility of the Lessee. The use of adhesive tape, nails, screws or tacks of any type is prohibited on any surface that it will cause damage to the surface.

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12. The Lessee are sole responsible for any damages of the premises, tables and chairs, or appliances occurring during the rental term whether caused by the Lessee, employees, patrons or public.

13. ALCOHOLIC BEVERAGES ARE PERMITTED on the premises if purchased and brought to the event by the Lessee. The lessee agrees to make the Woodward Twp. Fire Co. Aware that alcohol will be brought in. Lessee further agrees that he/she is responsible for any injuries and damages arising out of the use of alcohol and agrees to indemnify and hold harmless the Woodward Twp. Fire Co. from all claims arising there from. If alcohol is going to be permitted at the event the lessee must initial this section after reading: _____

14. Parking in front of the bay doors is strictly prohibited. Patrons, employees of lessee, and guests are not permitted to park vehicles on the west side(right side) of the facility because these spaces are reserved for the use of the fire department personnel. Any vehicle parked in the prohibited areas will be towed. In addition, a clear lane around the building must be maintained for exiting traffic.

15. Lessee further agrees to surrender the premises in good condition, and that nothing shall be done to said premises contrary to the conditions of the policy of insurance upon the building whereby the hazard may be increased or the insurance invalidated.

16. Upon surrender of said premises the fire company rental agent will do a walk thru inspecting for any damages on the walls as well as the floors. If any damages are found or any of the terms of the lease have been broken the rental agent will document and bring to the attention of the Woodward Twp Fire Co. Rental Committee. The committee will discuss and any complaints will be forwarded to lessee in writing with in 7 days. The damages will be repaired with the deposit and if the damages are more than the deposit a invoice will be forwarded to the lessee.

Woodward Twp. Vol Fire Dept Representative

Lessee

Signature Fire Co Representative

Lessee Signature

WOODWARD TOWNSHIP VOLUNTEER FIRE DEPARTMENT
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_____ Date

_____ Date

Lesser Information:

Woodward Township Volunteer Fire Co.
PO Box 70
Linden, PA 17744

Phone No. 570-326-3273

_____ Woodward Twp. Vol Fire Dept Representative

_____ Representative Contact Number

Please fill out all known information below:

Lessee Information:

Lessee: _____
Address: _____
City: _____ State: _____
Phone No: _____

Date of Application: _____
Rental Date Requested: _____
Number of Guests: _____ Alcohol Present: (Y/N) _____

Services:

Beverage Provider(if delivered by distributor) _____
Contact Number for Distributor: _____ - _____ - _____
Caterer: _____
Address: _____
Contact Number: _____ - _____ - _____
Entertainment: _____
Address: _____
Contact Name: _____
Phone: _____ - _____ - _____

Payment Method: [this section for fire company personnel]

Deposit Payment Date: ___/___/___ Receipt No: _____
Check(Y/N)___ If yes, Check#___ Amount: _____
Cash(Y/N)___ Amount _____

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Final Payment Date: ___/___/___ Receipt No: _____
Check(Y/N)___ If yes, Check#___ Amount: _____
Cash(Y/N)___ Amount _____

Make Check Payable to the Woodward Twp. Volunteer Fire Company
Sign Agreement and Return with Check
Mail to: WTVFC, C/C Kieth Blair, 1021 West Line Rd, Linden PA 17744