

Firemen's Park Hall Rental Agreement

Between the Stamford Centre Volunteer Firemen's Association and the Applicant(s)

Applicant Information:

Name (individual/organization) _____

Contact Name _____

Address _____ Postal Code _____

Phone # () _____

Email address _____

Type of Event _____

Date Required _____

Time: from _____ am/pm to _____ am/pm (Includes set-up and clean-up)

Number of people expected _____

Rental Fee \$ _____ Security Deposit \$ _____

Liquor License Approval # (if applicable) _____

(ANY event where liquor is served MUST have a special occasion permit and appropriate insurance.)

Name of Insurance Company _____ Policy # _____

Telephone # _____

I/We have read and understand the rules and regulations of the Stamford Centre Volunteer Firemen's Association pertaining to the rental of the above noted Hall at Firemen's Park, and I/we agree to abide by them. I/we further agree to exercise the utmost care in the use of the facilities and to reimburse the cost of repairing any damage arising from our occupancy.

Signature	Print Name	Date
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SCVFA Representative Signature	Print Name	Date
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Rental Fee Paid \$ _____ Security Deposit \$ _____ Receipt # _____
Fee Paid (if applicable)

Firemen's Park Hall Rental Rules and Regulations

1. The Hall shall be rented to adult persons only. The contact person(s) shall be in attendance for the duration of the function. Applicant is responsible for their guests and guest's actions.
2. The Applicant will be responsible for setting up the Hall.
3. The Applicant will clean the Hall at the conclusion of the event. See End of Rental Checklist.
4. All garbage and recyclables need to be separated and put into the appropriate outside bins. Bins are clearly marked for recyclables and garbage.
5. No unauthorized alcohol shall be permitted in the Hall.
 - a. Consumption of alcohol may be permitted provided the user follows the regulations of the Alcohol and Gaming Commission of Ontario. A copy of the Special Occasion Permit shall be provided to the SCVFA representative when the application is submitted. The Permit must be posted in a conspicuous place in the Hall during the event.
 - b. Serving of alcohol must be done by SCVFA bartenders only.
One bartender for up to 75 guests, Two for over 75 guests.
 - c. Insurance for any event involving alcohol must be purchased by the user and a copy of the insurance coverage shall be provided to the SCVFA representative when the application is submitted.
6. Exit doors shall remain unblocked at all times.
7. Applicant will have use of a refrigerator to store food if so needed. The serving of food will only be allowed on tables set up in the hall, outside the kitchen.
8. Exposed candles and the use of confetti inside or outside the Hall is strictly prohibited.
9. The Applicant agrees that use of the Hall beyond the period stated on the application (i.e. next morning clean up) may result in an additional charge to the Lessee.
10. The SCVFA accepts no responsibility for any items left in the Hall by the Lessee, organization members or function attendees.
11. It is understood that the Applicant shall indemnify and hold the SCVFA harmless from and against all claims or demands with respect to the use of the Hall. The SCVFA is not responsible for personal injury or damage or for loss of personal items or equipment of the Applicant or anyone attending on the invitation of the Applicant.
12. The hall may be accessed for decorating purposes the evening prior to function or day of function providing there is no other booking on that date or the day of the event.
13. The hall must be vacated within 30 minutes following the finish of the function and all decorations must be removed at the end of the function.
14. NO DECORATIONS, TAPE, STAPLES, SCOTCH TAPE OR OTHER ITEMS ARE ALLOWED ON THE WALLS. Upon inspection, if walls are damaged, charges for damages will be taken from the security deposit. If damages are more than the amount of the security deposit, the Applicant will be billed for the balance.
15. The Applicant must furnish all food, dishes, silverware, serving utensils & dishcloths etc.

16. The maximum number of people allowed in the Banquet Hall shall not exceed 250 occupants for receptions / dances or presentations.
17. Smoking is not permitted anywhere within the building.
18. Security cameras cover outside premises including parking lot.
19. Any infraction of building rules or regulations will result in immediate cancellation of the Rental Agreement.
20. At the conclusion of the contracted function, the premises will be inspected, and if no damage has occurred, the DEPOSIT will be returned by mail to the Applicant within one week after the function. The SCVFA reserves the right to deduct monetary compensation from the deposit for any damages to the premises and if the hall and parking lot has not been cleaned or if all decorations and adhesive devices have not been properly removed.

End of Rental Checklist

We ask that you please review this checklist following usage of the SCVFA Hall to ensure all rules and regulations have been complied with. At the termination of the applicants use, the area should be surrendered in the same condition of cleanliness and repair as it was upon commencement of use.

- Floors have been swept and mopped if necessary. There is a key in the kitchen for the janitors closet.
- Kitchen is clean, tidy and in proper order. Dishes, pots, coffee pot and appliances are clean and returned to their original location.
- All running water has been shut off (including the washrooms).
- All garbage and recyclables are picked up and removed from the Hall by users.
- Tables and chairs (if used) must be cleaned, stacked and returned to their original location.
- Decorations have been removed without any mark or damage to the Hall.
- Bathrooms are clean and in proper order.
- All lights are shut off (including bathroom lights).
- All doors and windows have been closed and the Hall has been properly secured.
- Put new garbage bags in garbage cans.
- Make sure all trash is picked up outside and any cigarette butts are picked up also.
- Clean out refrigerator and take your food home.