



Rapids Volunteer Fire Company, Inc.

7195 Plank Road Lockport, New York 14094

Main Hall: 716-434-4502 / fax: 716-434-4347

Sub Hall: 716-434-6506 / fax: 716-434-3663

General Public Rental Agreement

Fire Company Contact Personnel:

Hall Rental Chairman: Jamie Bowes (716) 946-0664 or mlb71111@gmail.com

Date of Event: _____ Day of the Week: _____ Type of Function: _____

Start Time: _____ Ending Time: _____

Estimated Guest Count: _____ Hall Requested: Small Hall Large Hall Barn

Name of Renter: _____ Contact Phone #: _____

Address of Renter: _____

E-Mail Address: _____

The following is a listing of specific terms/arrangements that will be discussed in detail:

1. **Disclosure:** The renter shall provide the Rapids Volunteer Fire Company with complete and accurate information requested in this agreement, including the renter's complete contact information, the nature of the event to be held, and the names and contact information of any contractors providing services at the renter's event.
2. **Rental Period:** The rental period shall be for the date(s) and times(s) agreed upon between the parties set forth in this contract. No other access or use of facilities shall be granted to the renter unless mutually agreed upon by all parties. In any event, the renter and all guests, contractors, and other persons shall vacate the premises **no later than 1:00 AM**. The renter will be granted a fob with limited access to the facilities at their availability for the event scheduled for set-up, clean-up, etc.
3. **Fees and Payment:**

Barn Use:

- Rental Cost = \$100.00
- Deposit = \$175.00. This deposit will be returned to the renter within seven (7) working days after an inspection of the barn by the hall steward and/or their designee.
- Cleaning Fee (Optional) = \$100.00.

Small Banquet Hall (<50 persons):

- Rental Cost = \$200.00
- Deposit = \$175.00. This deposit will be returned to the renter within seven (7) working days after an inspection of the hall by the hall steward and/or their designee.
- Pop Fee = \$1.00 per guest.
- Bartender Fee = \$75.00 (payment is to the individual bartender)
- Cleaning Fee (Optional) = \$100.00.



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Large Banquet Hall (<250 persons):

- Rental Cost = \$500.00. A non-refundable \$200.00 deposit is required at time of booking the event. Balance of rental fee due ten (10) days prior to event.
- Deposit = \$250.00. This deposit will be returned to the renter within seven (7) working days after an inspection of the hall by the hall steward and/or their designee
- 2 Bartenders (group of ≤200 persons) = \$75.00 each (payment is to the individual bartenders).
- 3 Bartenders (group of >200 persons) = \$75.00 each (payment to the individual bartenders).
- Pop Fee = \$1.00 per guest.
- Cleaning Fee (Optional) = \$100.00.

Fundraiser Usage – Large Banquet Hall (<250 persons):

- Rental Cost = \$400.00.
- Deposit = \$200.00. This deposit will be returned to the renter within seven (7) working days after an inspection of the hall by the hall steward and/or their designee.
- Pop Fee = \$1.00 per guest.
- Bartender Fee = \$75.00 (payment is to the individual bartender)
- Cleaning Fee (Optional) = \$100.00

Miscellaneous Fees:

- Decoration Removal Fee = \$25.00
- Returned Check Fee = \$35.00
- Non-Returned/Damaged Fob/Keys Fee = \$25.00

4. **Cancellation and Refund:** Cancellations received more than 60 days before the commencement of the rental period will result in forfeiture of the deposit; any advance payment in excess of the deposit amount shall be refunded to the renter via business check within 30 calendar days. Cancellations received less than 60 days before the commencement of the rental period may result in the renter being liable for 50% of the estimated cost of the function. Any cancellations made less than seven (7) days prior to the event will result in the renter being charged the full estimated cost of the event. All cancellations must be communicated to the Rapids Volunteer Fire Company in writing.
5. **Assignment:** The renter may not, under any circumstances, assign this Rental Agreement to any parties, successors, individuals, partnership, corporations, trusts, estates, or any other form of entity.
6. **Indemnification:** The renter shall indemnify and hold the Rapids Volunteer Fire Company free and harmless from any and all liability, claims, loss, damage, or expenses including legal fees arising by reason of any death, injury, or property damage sustained by any person, including renter or any agent, guest or employee of the renter, where such death, injury, or property damage is caused or allegedly caused by any negligent or intention act of renter or any guest, contractor, or invitee of the renter, or by renter's failure to perform any covenant, term, condition, or act required by this contract.
7. **Legal Fees:** Should any litigation be commenced by the Rapids Volunteer Fire Company regarding noncompliance to this agreement the renter shall be responsible for legal fees and court costs incurred by the Rapids Volunteer Fire Company.



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8. **Admission and Access:** Access is granted to the renter, to the banquet facilities **ONLY**. At no time shall the renter have access to the truck hall, officers, or any ancillary facilities or areas unless agreed upon by the renter and the Rapids Volunteer Fire Company prior to the commencement of the rental period.
 - *Note: Access to the truck hall is solely at the discretion of the Fire Chief of the Rapids Volunteer Fire Company.*
 - *The Rapids Volunteer Fire Company officers and members have access to supervise the facilities at any and all times.*
 - *Parking including handicap parking is restricted to the large parking lot to East of the banquet facilities. Parking in the front of the fire station (South lot) is for members only and utilized for the purpose of emergency calls. If a parking problem exists the fire company does hold the right to have vehicles removed at the cost of the vehicle owner.*
9. **Capacity:** Per New York State Building Code section 1004, the premises is rated to hold **50** people unseated in the small banquet hall and **250** people unseated in the large banquet hall. At no time shall the renter allow the premises to be over-occupied.
10. **Catering and Use of Kitchen Facilities:**
 - Any caterer hired by the renter must provide valid proof of liability insurance and a valid Niagara County Food Service Permit. Said documentation shall be submitted to the Rapids Volunteer Fire Company no later than seven (7) calendar days prior to the commencement of the event covered by this agreement.
 - Use of the Rapids Volunteer Fire Company's kitchen facilities by the renter or their contracted caterer shall be subject to an additional fee as set forth in Section 3 of this agreement.
 - Rapids Volunteer Fire Company recommends the following catering services if needed for their event:
 - Donna Eick – 4487 Lake Ave. Lockport, NY 14094 – (716) 622-2001
 - Applewood Estates – 4230 Calkins Rd. Youngstown, NY 14174 – (716) 531-6372
 - Mr. & Mrs. – 460 Oliver St. North Tonawanda, NY 14120 – (716) 695-2855
 - Fieldstone Restaurante – 5986 Transit Rd. Lockport, NY 14094 – (716) 625-6193
11. **Alcoholic Beverage Control:** Liquor, wine, beer, soft drinks, and bar setup will be supplied by the renter. Rapids Volunteer Fire Company is not licensed to sell alcohol.
 - Renters of the Large Banquet Hall must have at least two (2) Fire Company Bartenders on site at all times. Bartenders must be at least 21 years of age.
 - Renters of the Large Banquet Hall with a guest count of over 200 guest must have an additional Fire Company Bartender on site at all times.
 - Bartender's fee is \$50.00 each payable to the individual bartenders.
 - Bartenders reserve the right to request valid proof of age from any individual who they believe to be under the age of 21. Under no circumstances shall anyone under 21 years of age be allowed to consume any alcoholic beverages on the premises. **NO EXCEPTIONS!**



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- Bartenders also reserve the right to refuse service, for cause, to any patron.
 - There must be at least one (1) T.I.P.S. certified bartender on staff at all times.
 - No open containers are allowed outside of the fire company banquet facilities. Any persons consuming alcoholic beverages in public areas outside the premises may be subject to arrest and fine.
12. **Set-Up and Teardown:** The renter is solely responsible for the setup of the premises including tables and chairs. The Rapids Volunteer Fire Company will provide said tables and chairs at no extra fee to the renter. Arrangements shall be made, if necessary, to allow the renter access to the appropriate storage area(s) to retrieve the necessary furnishings. The renter shall be responsible for the rearrangement and/or removal of said furnishings after the event.
- Rapids Volunteer Fire Company shall not be responsible for the return or condition of items the renter may bring in for the event (i.e. floral pieces, cake stand, decorations, catering equipment, etc.). Items brought into the building by the renter and their agents/contractors are the responsibility of the same. Unless arrangements are made in advance, any items left after the conclusion of the rental period shall be considered abandoned by the renter, and shall be disposed of at the Rapids Volunteer Fire Company discretion.
13. **Decorations:** Decorations and/or adornments must be affixed in such a manner as to not cause damage to fire company property. Violation of this policy will result in the renter being charged an additional fee as described in Section 3 of this agreement.
- Caterer must furnish their own tablecloths and decorations.
 - No decorations are permitted on ceilings or walls of the premises. This will be **STRICTLY ENFORCED!**
 - If candles are used on tables, they **MUST** be in appropriate glass containers to prevent wax from dripping on tables.
14. **Safety, Security, and Liability:** The renter is solely and wholly responsible for damages to the Rapids Volunteer Fire Company property that may result from the actions or omissions of themselves and/or their guests.
- The renter must maintain control of all guests and other persons attending their event. Children must be kept inside the premises unless accompanied by an adult. The renter is liable for any damages done to the building/property of the Rapids Volunteer Fire Company.
 - Tenants and/or guests who are being unruly, creating a disturbance, or causing damage may be removed from the premises at the discretion of the Rapids Volunteer Fire Company officers and/or members.
 - Rapids Volunteer Fire Company is not responsible for loss, theft of, or damage to the renters' property or that of their guests or contractors.
 - The renter acknowledges that the premises are monitored by 24 hour video and audio surveillance and that the said surveillance may be used in conjunction with any subsequent civil and/or criminal proceedings which may arise.
 - All doors into or out of the premises must remain closed during the rental period. All fire exits must remain clear of obstructions at all times.



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Signing of this rental agreement with the Rapids Volunteer Fire Company indicates that all aspects of the hall rental have been discussed and understood also indicates that the customer will abide by all regulations of the rental. Rapids Volunteer Fire Company has the right to deny a rental request. The signing of this agreement indicates that the customer and their guests will abide by all local, state, and federal regulations and laws.

Renter's Signature

Date Signed

Fire Company Representative Signature

Date Signed

Rental Amount \$ _____ Method of Payment: Check #: _____ Cash \$ _____

Deposit Amount \$ _____ Method of Payment: Check #: _____ Cash \$ _____

Cleaning Amount \$ _____ Method of Payment: Check #: _____ Cash \$ _____

Pop Fee Amount \$ _____ Method of Payment: Check #: _____ Cash \$ _____

Balance Due \$ _____ Method of Payment: Check #: _____ Cash \$ _____

Fob # Issued: _____