

FRANKLIN FIRE DEPARTMENT

Hall Rental Agreement Information

Renter's Name: _____

Phone: (____) ____ - ____ Email: _____

Renter's Address: _____

Date Requested: _____ Alternative Date: _____

Time Requested: _____

Will the hall need to be opened early for set up: Y / N What time: _____

Reason for Rental:

I have read and agree to comply with the rules governing the rental of the hall and the use of the kitchen. Signature: _____ Date ____/____/____

Date of Membership approval: ____/____/____

Rental Fees for Hall

Deposit Fee \$500.00 Signature: _____

Hall Rental Fee \$200.00 *Resident Signature: _____

Hall Rental Fee \$250.00 *Nonresident Signature: _____

Kitchen fee \$50.00 (Not to be waived) Signature: _____

\$10.00 Per hour for use of kitchen after 5 hrs Signature: _____

Copy of Insurance Date ____/____/____ Signature: _____

Tennant is responsible for setting up and putting away all tables and chairs, taking out the trash and placing in FD receptacle which are located on squad bay side.

\$100.00 Cleaning fee Accept / Decline Signature: _____

Call President Richard Dvorak (860-234-0432) or VP Diane Carboni (860-300-9764) For information

The following are rules governing the rental of the hall and kitchen as set forth by the officers and membership of the Franklin Volunteer Fire Department.

- 1. There is a nonrefundable fee for rental of hall.**
- 2. Renters who wish to use the kitchen will pay a \$50.00 kitchen fee, after the first five hours, it is an additional \$10.00 per hour non-refundable.**
- 3. Midnight curfew, NO exceptions!**
- 4. The hall will not be used for stag parties.**
- 5. Parking is in the front side of the building on the side of the hall entrance.**
- 6. A member of Franklin Fire Department will be on site for each event.**
- 7. There is a cash deposit of \$500.00, this is refundable after final inspection by the hall committee. If there has been any damage to the hall / kitchen / restrooms, the deposit will be held until all damages are repaired. The cost will be deducted from the deposit and you will be provided with copy of repair bill, if any part of the deposit is not used for repair it will be returned to renter, any damage that is over \$500.00 for repair will be payable by renter.**
- 8. If the hall is left dirty regardless of acceptance of clean up option a \$100.00 cleaning fee will be deducted from deposit.**
- 9. Nothing is to be hung on walls or ceiling (no tape, nails, thumbtacks).**
- 10. Per the Fire Marshall, occupancy cannot exceed 214 people.**
- 11. If heat or AC is on all doors must be closed, if found left open renters will be asked to close them, failure to do so will result in forfeiture of deposit. Ask present FVFD member to adjust temperature.**
- 12. The renter must supply a copy of insurance rider and all fees to the town hall committee no later than 30 days prior to the requested date.**
- 13. All hall rentals must be approved by membership at the Franklin Volunteer Fire Department monthly meeting. Deposits and fees should not be paid until after membership approves rental.**
- 14. Upon signing this agreement, you will be given a copy by the committee, the original will be kept on file at the Franklin Fire Department.**

HALL AND KITCHEN USE AND CLEANING RULES

- 1. No more than (6) people are allowed in kitchen along with a member of Franklin Volunteer Fire Department.**
- 2. No alcohol is to be consumed by persons working in kitchen.**
- 3. Proper attire and footwear will be worn by all persons in kitchen (no open toed shoes or high heels).**
- 4. All floor areas (kitchen, hall and rest rooms) are to swept and mopped after use.**
- 5. All counter tops and surfaces must be cleaned with proper cleaning supplies, see onsite member with questions.**
- 6. All trash cans are to be emptied and new liners put back in them. Trash cans are not to be used without liners, see onsite member for liners.**
- 7. It is renter's responsibility to put all trash in dumpster which is located at back of building (squad bay side), gate to trash area is to be closed.**
- 8. All tables are to be wiped down and put back in proper closet.**
- 9. All chairs are to be put back on racks in neat order.**
- 10. If there are any questions regarding any listed items renter is to speak with member of Franklin Volunteer Fire Department. No exceptions will be allowed on the above rules.**
- 11. If you do not wish to clean, sweep and mop you may pay the \$100.00 cleaning fee and members of the Franklin Volunteer Fire Department will complete cleaning for you, this is to be determined when hall deposit is submitted.**
- 12. There will be a walk through prior to and after each rental, if you have questions or concerns, please speak with present member at that time.**