

FLANDERS FIRE COMPANY NO. 1
27 Main Street • FLANDERS, NEW JERSEY 07836

USER AGREEMENT FOR HALL RENTAL

Name: _____

Address: _____

Phone: _____ / _____
Day Evening/Cell

_____ agrees to use the Flanders Fire Co. hall on _____,
20____

from _____ (AM/PM) to _____ (AM/PM) and abide by the terms and conditions stated within.

The user fee for the hall is \$400.00 for four (4) hours. An additional hour is permitted at a rate of \$100.00 with time not to exceed 12:00 midnight. Payment in full is required upon signing of contract, from which \$75.00 cancellation fee will be assessed if canceled within two weeks of the affair. A \$100.00 security deposit is due with the payment as a separate check, which will be returned to the user as soon as possible following the occasion.

CONDITIONS OF AGREEMENT

Hall rental includes the following for the event:

1. The use of TWENTY 8 FT. TABLES and 110 CHAIRS as needed.
2. Use of stove for HEATING PREPARED FOOD ONLY. **No cooking allowed.**
3. Use of refrigerator.
4. Hall PREPARATION TIME for decorating is limited to a total of TWO (2) HOURS. This time is not part of the usage time. Preparation time permitted on THURSDAY, FRIDAY EVENING, OR SATURDAY AM, is **NOT** to exceed the two hours and is to be completed no later than 10:00 PM by the user.
5. Hall will be available ONE (1) HOUR PRIOR to the actual event for DJ, BAND, FINAL DECORATIONS (e.g. balloon set up) and CATERER setup.
6. Vacating of premises will be completed within **45 minutes** after the designated time of party.
7. Failure to abide by rules will result in forfeiture of security deposit.
8. Decorations **WILL NOT** be put on walls or hung from the mirrored ceiling area.
9. Decorations and streamers can be hung from the ceiling with the supplied (existing) hooks.
10. No tacks or tape on ceiling. Confetti is not permitted.

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CONDITIONS OF AGREEMENT (continued)

The user agrees to remove all decorations and trash, leaving the hall and kitchen in a reasonably clean condition. Trashcans and a dumpster are provided for use. (Optional: Fire Department clean-up for an additional charge of \$75.00 cash only.)

LIABILITY - The user agrees **NOT** to hold Flanders Fire Company No. 1 or its members liable for any injury or loss while using its facility. The user is liable for any property damage or loss of any fire company property it contracted for use of. In the event of damage, the user of the hall will be billed for the damage that exceeds the security deposit.

ALCOHOLIC BEVERAGES - The **sale** of alcoholic beverages is **prohibited without presentation** of the proper permits. The user assumes **ALL LIABILITY** for any injury or loss by any of its guests or customers because of their consumption of alcoholic beverages. The user shall abide by the N.J. State Law regarding the minimum age limit for the consumption of alcoholic beverages. If underage drinking is found, the party will be terminated and no refund will be given.

The Flanders Fire Company No 1 will provide personnel to assist in the proper parking of cars and to assist with your needs.

RENTAL OPTIONS	AMOUNT
_____ BASIC HALL RENTAL WITH UNLIMITED SUPPLY OF ICE	\$400.00
_____ ADDITIONAL HOUR	\$100.00
(NOT TO EXCEED MIDNIGHT and agreed to in advance by the representative handling your affair or Committee Chairman)	
	Total Due \$ _____
_____ Fire Department Personnel clean up (CASH ONLY)	\$ 75.00

SIGNATURE OF USER

_____/_____/_____
DATE

SIGNATURE OF COMMITTEE CHAIRMAN

_____/_____/_____
DATE

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