Hall Rental

Birthday Parties, Weddings, Baby Showers, Dances, Graduations and Special Events

Description

- Hall is a full 30ft X 70ft for a total of 2100sq ft
- Small raised stage in corner for band or DJ
- Separate ladies' and men's restrooms
- Kitchen with
  - Refrigerator, freezer and ice-maker
  - Microwave and oven combination unit
  - Extra large double sink 14 inches deep
- Large coat room
- Maximum occupancy 150
- Hall is on the second floor up one flight of stairs

Summary of Requirements and Rental Fees
(Detailed Rental Fees and Agreement shown below schedules)

Rates	
Active Firemen and Fire Commissioners [1]	Free
Milmay Residents	$100
Firemen or Commissioner Sponsored [2]	$150
All others [3]	$300

- $75 deposit to be returned after rental unless it is necessary to clean up hall or repair damage after your event
- Home-owner/condo/apartment: copy of insurance declaration page showing at least $300,000 in liability coverage
- Club (for example, Kiwanis): copy of insurance declaration page showing showing at least $1,000,000 in liability coverage and the fire company listed as an additional insured
- Choose date that does not conflict with Scheduled Rentals. Some scheduled rentals are seasonal (shown with asterisk). If so, call for availability.
- Agree to and sign rental agreement shown below scheduled rentals

Restrictions

No Alcohol

Persons to contact for rentals

Time Frame	Contact	Phone Number
January to May	Eric Hensel	609-209-0379
June to December	Robert Rigolizzo	609-412-4116

The contact person will provide a key for the hall that must be returned the day after the event, at which time the deposit will be returned.

Normally Scheduled Rentals

Dance Club	Schedule
Rainbow Squares Dances	The 1st and 3rd Saturdays of the month from 7:30 to 10:30PM
Rainbow Squares Classes	Tuesday nights from 7:00 to 9:30PM*
Country Carousel Round Dance Classes	Sunday nights from 7:30 to 8:30PM
Country Square Dancers	The 2nd Friday of the month from 7:00 to 10:00PM

* Seasonal –call contact person for availability

Milmay Volunteer Fire Company
225 Broad St
Milmay New Jersey 08340

Agreement for Use of Banquet Hall

The MVFC hereby agrees to rent the Banquet Hall located at 225 Broad Street, Milmay NJ 08340 (2nd Floor) on:

Event Date: _____
Between the hours of: _____am. /p.m. and _____am. /p.m.
Name of Renter _____Phone _____
Address _____
Type of Event _____Number of Guests _____

The Rental Hold / Security Deposit
In addition to the Rental Fee, the Renter shall pay the MVFC an additional charge of $75 — the "Rental Hold/Security Deposit" — upon execution of this Agreement to secure the Renters intent to rent the hall and cover any cleaning, damage or loss that may occur to the hall, its contents, or any other part of the MVFC. In addition, the Rental Hold/Security Deposit shall be forfeited if alcoholic beverages are introduced into the facility by the renter and/or their guests. The Rental Hold/Security Deposit will be refunded only after the MVFC has determined that the hall: (1) is clean and in the same condition in which it was found and (2) its contents, and the MVFC building and grounds are free of damage arising from or related to the Renter's use of the hall. Upon demand from the MVFC, the Renter shall immediately pay the MVFC any cost incurred to clean or repair any damage in excess of the Rental/Hold Security Deposit.

Maximum Capacity
No more than 150 persons shall be permitted in the hall at one time

Rental Fees

Rates	
Active Firemen and Fire Commissioners [1]	Free
Milmay Residents	$100
Firemen or Commissioner Sponsored [2]	$150
All others [3]	$300

Note 1: Includes immediate family
Note 2: A MVFC fireman or Fire Commissioner agrees to be responsible for the rental and is a co-signer of this agreement.
Note 3: Civic Groups and Non-Profit groups may not be charged the rental fee (deposit still required), but are responsible for any damages to departmental property.

CANCELLATION: Cancellation of reservation will be accepted no later than 14 days prior to the date of the event.
NOTICE OF LESS THAN 14 CALENDAR DAYS MAY RESULT IN THE FORFEITURE OF YOUR DEPOSIT

Rental Agreement

THIS RENTAL AGREEMENT ("Agreement") is made by and between the Milmay Volunteer Fire Company (hereinafter "MVFC") and
_____ (hereinafter "'Renter"). MVFC and the Renter collectively may be referred to as the "Parties".

1. The Renter : _____, does hereby request to rent the MVFC Banquet Hall on_____, 20____
2. The purpose and intended use of the facility will be: _____
3. **The renters will be in complete compliance with the CURRENT NJ Executive Orders regarding COVID-19 Virus.**

4. The total estimated number of individuals attending this function as outlined above will be _____. The Renter agrees that the above number will not exceed the amount of people allowed by the Milmay Volunteer Fire Company.
5. During the term of the rental period, as outlined above, the Renter may have the exclusive use and enjoyment of the 2nd floor hall of the MVFC, including kitchen, restrooms, tables and chairs. Under the terms of this agreement, the Renter is not permitted use of the 1st floor engine area, offices, recreation area, or kitchen.
6. The Renter understands the Banquet Hall may be used for legal and peaceful purposes only. and acknowledges and agrees to hold the MVFC wholly harmless from any incidents occurring from the Renters use of the Banquet Hall, facility and grounds.
7. The Renter agrees to the rental rate schedule agreement as outlined in the agreement.
8. The Renter understands that he/she will be allowed in the facility the night before the event to set up and decorate if there are no conflicts.
9. The Renter understands that the rental term for the hall will be for a six (6) hour duration. The function must end by 1:00 am
10. The Renter understands that NOTHING MAY BE ATTACHED TO THE WALLS, DOORS, CEILING. NOTHING MAY BE TACKED OR TAPED. At no time can MVFC property be removed from any walls or other locations. Failure to comply with this section will cause you to lose your security deposit and forfeiture of future use of this facility.
11. The Renter will collect all decorations and trash. Trash will be deposited in the dumpster at the rear of the building. No lose garbage will be left by Renter.
12. The Renter will be responsible for providing their own equipment for the cleanup of the kitchen, bath rooms and Banquet Hall.
13. The Renter will be responsible for setting-up tables and chairs and agrees to return them to their locations prior to the rental.
14. No equipment or fixtures may be removed from the facility without the written permission of the MVFC.
15. The MVFC reserves the right and sole discretion to refuse the rental of the facility to any event that is deemed contrary to the positive image of the MVFC, or that may be found objectionable by the community.
16. The Renter shall indemnify, defend, and hold harmless the MVFC and its officers and members against any and all demands, causes of action, or any other claim of the Renter, its members, agents, employees, subcontractors, patrons, guests, invitees or non-invitees arising out of or related to the Renter's rental of the hall.
17. The Renter is responsible, and upon demand, shall pay the MVFC for any and all damage to the hall that arises from or is related to the Renter's use of the hall. This includes, but is not limited to, damage to restrooms, tables, chairs, or any other property or asset owned by the MVFC.
18. The Rental shall provide a copy of the declaration page from their home-owner/condo/apartment insurance policy showing a liability coverage of at least $300,000 for individuals and at least $1,000,000 for Clubs (for example, Kiwanis) with the MVFC as an additional insured. Further, the Renter hereby agrees to assume all responsibility for insurance respecting the facility during use under the Agreement, and to assert no claim of coverage under any insurance policy of the MVFC during the period of the Rental Agreement.
19. No part of this agreement will be affected by or changed by any oral agreement. Changes must be accepted in writing by the MVFC.
20. The use of Propane, LP Gas, Barbecue or any other open flame devices in the MVFC building is strictly prohibited. Sterno heaters for chafing dishes and candles in stable candleholders on tables are permitted.
21. No alcoholic beverages of any type are permitted.
22. Smoking is prohibited inside the building.
23. No third party representation for insurance or booking. The Renter must be a family member for a family affair or an organization representative for an organization affair.

If the MVFC determines that a third party tried to represent another party, the Renter will forfeit their deposit and will not have future access to the Banquet Hall. This policy will be strictly enforced

24. The Renter shall be responsible for any attorney fees and costs incurred by the MVFC in enforcing any of the provisions of this Agreement.
25. The MVFC reserves the right to appoint an agent to enter the premises during the period of the Renter's use to eject any person or persons behaving in a disorderly manner or contrary to the rules and regulations of the MVFC and /or to prevent any damage or destruction of the premises.

Building Security Deposit:

Possible claims against the Renters security deposit shall include but are not limited to :

Damages: The actual cost of replacement or repair of any physical damage of the MVFC property either by the Renter, the Renter's caterer, guests or others action directly or indirectly on behalf of the Renter.
Overtime: Renters failure to vacate the MVFC property by the end of the agreed upon time period shall result in a minimum overtime charge of $100.00 per hour.
Clean Up: Failure of the Renter to clean the hall, bath rooms or kitchen in a satisfactory condition will result in the loss of their security deposit.
Tables and Chairs: Failure to return all tables and chairs to their respective locations prior to the event will result in loss of their security deposit.
Keys: Failure to return all keys to the MVFC will result in the loss of the security deposit.
Check List: The Renter shall inspect the facility at set up and before leaving the premises after use and shall note to MVFC representative of any damage or condition that the renter feels might adversely impact the Renter's security deposit on a MVFC hall rental check list.

Failure to comply with this section or any other section will cause you to lose your security deposit and forfeiture of future use of this facility.

I the Renter have read the foregoing agreement and fully understand and accept each item as presented.

Date : _____, 20____

Individual/Organization _____

Renter's Signature_____

Fireman Sponsor Signature (if applicable) _____

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Date Approved _____, 20 ____

Agreement Accepted by MVFC _____

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For MVFC Use Only:

Deposit Received: $_____ Check No. _____ or Cash $ _____
Rules Reviewed with Renter: _____
Special Considerations: _____
Deposit Returned (if applicable) _____

Hall Rental Check List

Approved Application_____
Payment Received_____
Insurance Certificate Received _____
Key Issued to Renter_____

Building Condition After Event

Foyer _____
Main Hall _____
Kitchen _____
Bath Rooms _____
Key Returned _____

Renter Signature & Date _____

MVFC Representative _____