

TILGHMAN VOLUNTEER FIRE COMPANY INC.

P.O. BOX 297

TILGHMAN, MD 21671

410-886-2101 Opt 1

Person or Company requesting rental: _____

Address: _____

Phone: _____ Cell: _____

Work: _____ Email: _____

Requested Date(s) for use of fire hall _____

Starting time: _____ Ending Time: _____ (Note: time should include set-up / decorate)

What will the rental be used for?

I certify I am *over* Twenty-one years of age. YES NO (Circle one) (Initial)

Rate:

The rate is \$100.00 per hour. The rate for the use of the kitchen is \$100.00.

For **ACTIVE** members (Members that earn their 50 points) you will receive a once a year rental for free.

Non-Profit Organizations may use the hall for free unless your event is to raise money. Non-Profit Organizations must be flexible with their dates in case a paying renter is requesting the use of the fire hall on the same date.

Funeral rentals will be free for everyone in our first due area. (A guideline for funerals is 4 hours)

EVERYONE must fill out a rental agreement even if the rental is free.

Certificate of Insurance is required.

Security Deposit: A security of \$150.00 is required of all persons or companies who rent the hall. This will be refunded in whole once our house committee inspects the hall. Failure to comply with house rules and or If damages are found, you will not receive the security deposit and additional charges for repairs may occur. If you cancel your reservation a fee of \$50 will be deducted from your security deposit.

Custodian Fee: The Custodian Fee is \$15.00 per hr. A Custodian is required to be in attendance one hour prior to and one hour after scheduled event. This fee is not included in the rental rate. In the event a custodian is unavailable an administrative fee of \$15.00 per Hr. or part thereof.

Person renting can use TVFC pots, pans, towels, dishcloths, and cleaning liquids. Person renting cannot use deep fryers or dishwasher. All food/drinks must be removed at the conclusion of the event. Group size is limited to 300 persons for a meeting and 240 for banquet or dance.

I understand that I am fully responsible for any damage to the facility, or equipment, and the loss of any equipment, tables, chairs, kitchen implements, Etc., and for the conduct and being of all guests.

Attachments: TVFC-Alcohol Agreement, TVFC Indemnification, and TVFC Rental Rules

Signature of Person/Company requesting rental Date

Approved/Denied by house committee or officer Date

TILGHMAN VOLUNTEER FIRE COMPANY RENTAL WORKSHEET

Type of Event: _____ Date: _____

Time of Event / Rental From: _____ To: _____

Rental Fee: _____

Custodian or Administrative Fee: _____ (___ x \$15.00 per Hr.)

Access Fee: _____ (___ x \$15.00 per Hr.)

Security Deposit \$150.00 _____

Subtotal

Total Due: _____ Due four weeks before event.

Applicant's Signature

Date

TVFC Signature (House Committee or Officer)

Date

Note: All Checks, Money orders etc. are to be made payable to Tilghman Volunteer Fire Company (TVFC)

An access fee is required if the person renting the fire hall wishes access any time prior to the scheduled event.

Rental Custodian / Administrative fees and Security Deposit are determined by the Rental Agreement.

TILGHMAN VOLUNTEER FIRE COMPANY RULES

The applicant whose signature appears on the rental document will be held responsible while their group, or Organization is in the hall.

DECORATIONS: Nothing will be attached to the walls, ceiling, or woodwork by tape, tacks, pins or other means. All decorations will be removed at the conclusion of the event, but no later than the day following the event. No flammable decorations may be used.

NO SMOKING IN THE BUILDING INCLUDING THE RESTROOMS AND THE KITCHEN.

Admittance to areas other than those being rented is **prohibited**.

Outside catering and catering equipment is allowed. The applicant is responsible for the actions of the caterer. All hot food must be placed on the wooden tables and not on the plastic ones.

All left over food, beverages and personal property must be removed no later than the day after the event.

TVFC will not be responsible for any items left on the premises after the event.

NO DECORATIONS ON WALLS OR FROM CEILING, no tables or chairs will be set up outside the brown border on the floor.

Tubs containing cold beverages WILL NOT be placed on the floor.

No person is allowed in the Engine Room except members of the TVFC.

No later than 24 hours following the Start of the event all tables and chairs must be cleaned and returned to the original set up. All trash must be collected, and bags removed to the outside trash bin.

All lights are to be turned off at the departure-of the applicant.

The applicant **MUST BE PRESENT AT ALL TIMES DURING THE EVENT.**

No guest is permitted to run the building. Adults **MUST** always supervise children.

The building will be vacated, and the doors locked no later than _____

Noise should be kept at a reasonable level so not to disturb members of the community.

I have read, understand, and agree to the above rules. I also understand that failure to adhere to these rules could result in forfeiture of any, and all my security deposit.

Applicant Signature	Date	Witness Signature	Date
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TILGHMAN VOLUNTEER FIRE COMPANY INDEMNIFICATION

Applicant (Lessee) understands and agrees that:

I agree to the Tilghman Volunteer Fire Company, Inc. (TVFC) their respective officers, agents, employees, representatives, and assigns harmless for and to indemnify them against, any claims that might arise out of the rental or occupancy of any property rented from TVFC.

I agree to pay all charges associated with the rental or occupancy as detailed on the rental agreement and to reimburse the TVFC for any reasonable attorney's fees, court cost, or administrative fees incurred in the collection of these charges.

I agree that I must provide any security personnel (as determined by the TVFC) at my own expense and I am responsible for the behavior and well-being of my guest pursuant to this lease.

I agree that I am responsible for the cost of any repairs or missing equipment because of this rental or occupancy (as determined by the appropriate officers of the TVFC) and will reimburse the TVFC for any reasonable attorney fees, court cost and or administrative fee incurred in collection thereof.

Applicant's Signature	Witness Signature
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Print Name

Print Name

Date

Date

TILGHMAN VOLUNTEER FIRE CO. ALCOHOL AGREEMENT

Will alcohol be served at this event? YES _____ NO _____ Initial One

I certify that I am over 21 years of age. YES _____ NO _____ Initial One

If alcohol is to be served, please read the entire section below.

The use of alcohol on the Tilghman Volunteer Fire Company, Inc. (TVFC) property for private functions is permitted under the following guidelines.

Law prohibits underage drinking. It shall be the responsibility of the person or persons renting the TVFC fire hall to ensure that all guests partaking of alcoholic beverages is of legal age and that all underage guests be supervised to prevent illegal activity on TVFC property.

It shall be the responsibility of the person or persons renting the TVFC fire hall to ensure that all guest attending the event and partaking of alcoholic beverages REMAIN INSIDE the building. For any reason they must not carry any open containers containing alcohol with them outside the building.

The TVFC has a duty to maintain a friendly, respectable relationship with our neighbors and residents / visitors / of the community. It shall be the responsibility of the person or person's renting the TVFC fire hall to keep noise levels within reason during the event, especially when alcoholic beverages are being consumed, and to diffuse and control any confrontations or exchange of words that take place during the period which could lead to a fight and / or property damage, and which could ultimately harm the reputation of the TVFC.

All persons renting the TVFC fire hall who wish to SELL alcoholic beverages in any way or manner must obtain in advance a 24-hour liquor license for the event from the Talbot County Board of Liquor Examiners. A copy of the license shall be forwarded or presented to the TVFC at least FOUR weeks prior to the event. All applicable laws regarding the sale of alcohol must be complied with.

The possession and use of illegal drugs and other substances are PROHIBITED.

In the event there is a violation of any of the above requirements or conditions, or if the law enforcement agency responds to the TVFC vicinity because of a complaint, the SECURITY DEPOSIT IS AUTOMATICALLY FORFEIT and the person or persons signing this lease is barred from future TVFC fire hall rentals.

By signing this application, you the person or persons renting the TVFC fire hall, agree to and fully understand and comply with these guidelines. Failure to do so may result in the denial of future request for use of the TVFC fire hall.

(Cont. next page)ALCOHOL AGREEMENT

By signing below, I understand and agree to the Alcohol Agreement.

Signature of Renter

Date

Printed Name of Renter

Date

Address

Email

Driver's License Number

TVFC Representative

Date