

West Glens Falls Volunteer Fire Company No, 1 Inc.
33 Luzerne Road
Queensbury, New York 12804
(518) 361-6384

Banquet Hall Rental Terms and Conditions

Fees: The rental fee for the Banquet Hall is \$50.00 per hour. The maximum duration of the event at this rate will be five (5) hours in length. Additional time is available at a rate of \$60.00 per hour. This rate includes the use of the Banquet Hall and restrooms. The total cost of your hall rental will be calculated, on the Banquet Hall Rental Agreement form, dependent on additional requirements (i.e. use of the bar, use of the kitchen, etc.)

Deposits and Refunds: A deposit of \$150.00 is required at the time the rental agreement is signed. The deposit will confirm your reservation and lock in your date. Deposits may be refunded providing a 30 day notice is given. Any fees incurred by the Fire Company for disposal of items left on Fire Company premises will be billed to the renting party. The balance of remaining payments will be due five (5) days prior to the rental date.

Bar Use: Use of the bar can be made available for your event. The rate charged includes the opening of the bar and one bartender. An additional bartender can be provided for an additional fee. The bar will be manned by our staff only. Other than our bartending staff, no one is allowed behind the bar at anytime, for any reason.

Kitchen Use: The ice machine, refrigeration unit, coffee maker, stainless steel table tops, and the stove are included under kitchen use.

Setup / Cleanup: Table placement, seating arrangements and decorations are the responsibility of the renting party. Push pins or tacks are not allowed in securing items or decorations to the walls or ceiling. Tape only may be used for this purpose. However, the only type of tape allowed is Scotch tape (no exceptions). Every effort will be made by the Fire Company to allow access to the hall for setup and decorating purposes prior to your event, subject to previous reservations. A quick cleanup is the responsibility of the renting party (i.e. clean up of tables, trash placed in receptacles provided).

Smoking: Smoking is prohibited anywhere in the building. Smoking is allowed outside, in designated areas. We would ask that cigarette butts be placed in the receptacles provided.

Alcohol: Patrons of any event are not allowed behind the bar for any reason, at any time. The West Glens Falls Fire Company will provide any and all alcoholic beverages required for any event held on premises. **Due to the Fire Company Liquor license, no alcoholic beverages, other than those sold on premises, can be brought into any event.**

General Information: A walk through of the Hall and related facilities (kitchen, restrooms, etc.) will be provided at contract signing with a Fire Company representative. Any damage occurring during the contracted rental event that is attributable to misuse of the Hall and/or neglect of the parties involved shall be the sole responsibility of the renting party as indicated by signature on this contract. **Please contact a member of the Banquet Hall committee ASAP if you have any problems before rental use.**

Parking: The parking lot directly adjacent to Hall has been allocated for the use of the Hall. For the safety of your guests and members of the Fire Company, we ask that all efforts be made to restrict parking to the designated area. We never know when the Fire Company will be toned for an incident, resulting in emergency vehicle traffic on the premises. If a problem should arise during your event please contact one of the Fire Company members working the event.

Fire Alarm Response Information: In the event the Fire Company is toned out for an incident, we ask that all members of the event remain inside the facility, due to the increased amount of traffic that will be entering and exiting the property. **In the event of an alarm here in the facility, you and your guests should evacuate the building and stage, at a safe distance, in the parking lot outside the large double doors you and your guests entered the through into the Hall.**

Security Deposit

The Security deposit is in place to cover damages done to or for any excessive cleaning needed to be done by members of our staff in the event that the rental party should select not to do so. This cleaning covers the Banquet Hall, kitchen, restrooms, etc. Note additional fees may be incurred and billed to the renting party (as identified by signature below), to facilitate repairs in the event the Banquet Hall has experienced significant damage should the cost of repairs exceeds the amount of the Security deposit.

Refunding of the Security deposit is at the discretion of the Hall Manager / Committee.

Fire Comp. Rep. (print)_____ (signature)_____ Date: _____

Renting Party (print)_____ (signature)_____ Date: _____

Banquet Hall Rental Agreement

I have read and agree to the terms and conditions set forth by the West Glens Falls Fire Company No. 1 Inc. in regard to the rental of the banquet hall.

Date of Rental: ___/___/___ Venue: _____ Guests _____

Rental period: From: _____ AM/PM To: _____ AM/PM Duration: _____ hrs

Set up period: Date: ___/___/___ Time: _____ AM/PM

Renting Party is a member of West Glens Falls Fire Company: Yes No

Hall Rental Fee @ \$ _____ per hr \$ _____

Additional time @ \$ _____ X _____ hr(s) \$ _____

Bar required (one bartender) (up to 99 persons) \$ _____

Additional Bartenders _____ @ \$ _____ \$ _____

Prepaid bar tabs \$ _____ \$ _____

Kitchen use required \$ _____

Security (initial) Deposit \$ _____

Cleaning Fee \$ _____

Other _____ \$ _____

Total Due \$ _____

<u>Special Instruction</u>

Refunded / Forfeit / Other

Less Initial Deposit \$ _____ Cash / Check No. _____

Total Balance Due: \$ _____ Cash / Check No. _____

Payment of balance will be due five (5) days prior to the rental date.

Date of Contract: ___/___/___

Fire Comp. Rep. (print) _____ (signature) _____

Renting Party (print) _____ (signature) _____

Renting Party Phone Number: _____ Home / Cell / Work

Renting Party Address: _____
