

GLEN DALE FIRE DEPARTMENT

FIREMEN'S HALL RENTAL AGREEMENT

Date of Application: ____/____/____ Requested rental date: ____/____/____ 1st choice
Alternative date(s): ____/____/____ 2nd choice

Return this form with a 50% deposit or payment in full for the rental by check or money order to the GLEN DALE CITY BUILDING at 402 Wheeling Ave, Glen Dale, WV 26038. If a deposit is made, balance due 2 weeks before the rental date. Rental rate schedule on Page 2.

Cancelled reservation within forty-five (45) days of the scheduled reservation date forfeits your rental fees. All rentals will be reviewed on a first come first serve basis and reviewed every Tuesday evening.

Name: _____ Phone: _____

PLEASE PRINT
Applicant must be 21 years of age.

Address: _____

City: _____ State: _____ Zip: _____

Organization: _____

Intended Use: _____

Time of the event: ____:____ (am)(pm) TO ____:____ (am)(pm)

*Sunday through Thursday rentals must end at 11:00 pm.
Friday and Saturday rentals must end at 1:00 am.*

Number of persons expected: _____ (Max capacity is 180)

\$ _____ Rental Fee (Check or Money Order only)
Cash will not be accepted.

\$ _____ Additional fees (such as setup)

Paid in Full on ____/____/____

Received by: _____

Price Schedule for Rental

Sunday through Thursday less than 3 hours	\$125
Rental must conclude before 6 pm	
Sunday through Thursday greater than 3 hours.....	\$225
Friday and Saturday, must be all day rental (no minimum time).....	\$350

Benefits such as charities or hardship cases will be reviewed on an individual basis by the Hall Committee.
Political fundraisers excluded.

Rental Regulations and Restrictions:

- No slip agents (i.e. cornmeal, etc.) permitted to be used on the floor.
- Renter assumes all responsibility for damages and may be billed for said damages.
- No decorations are to be hung from the ceiling fans, walls, ceiling or memorial. No exceptions.
- All food and beverages are to be removed from the building immediately after the event.
- Table top table cloths must be collected and discarded. Tables and chairs may remain as they are.
- All garbage is to be place in plastic garbage bags and placed outside of the side doors for pickup after the event. Additional bags may be found at the bottom of each garbage can.
- Any spill must be mopped up appropriately using a mop from the utility room.
- Setup and removal of decorations are the sole responsibility of the renter.
- All personal property or equipment must be removed from the premises at the end of the rental date.
- Air conditioning must be turned up or heat turned down when you leave.
- Beverage containers are not permitted to sit on the floor. Renters must use containers provided by the hall. (i.e. keg containers, tubs and large coolers.)
- Alcohol is permitted but must remain inside. Under age consumption of alcohol may result in cancellation of the event without refund.
- Key must be returned to the City Building immediately at the conclusion of the rental.

I, _____ representing _____
do hereby agree to the conditions of the Rental Regulations and Restrictions set forth in this contract and if approved by the hall committee will comply within. I understand that damages from negligence or misuse of the building and/or grounds are my responsibility. I release the Glen Dale Volunteer Fire Department from any liability in the event of personal injury due to improper conduct.

_____/_____/_____
Date