

**Mansfield Township Fire Company
Catering and Meeting Hall**

Facility Use Agreement

MAXIMUM CAPACITY 150

SECURITY DEPOSIT \$250
Due at contract signing

HALL Rental Fee

Event consisting of 150 people or less \$100/hr x _____ Hours = \$_____.00

Additional charge for the:
Oven, Ice machine, Warmer \$25

Setup is the responsibility of the User.

This agreement is made and entered into this _____ day of _____ by and between the Owners of, said facilities (hereinafter referred to as Mansfield Township Fire Company) and _____ hereinafter referred to as the USER). The facility will

Be used for the purpose of what type of event? _____

Date of Event: _____ Time of event start: _____ Time of event completion: _____

Payments:

A. Reservations cannot be held until the full \$250.00 deposit is provided to the Mansfield Township Fire Company. Deposit checks shall be made payable to “Mansfield Township Fire Company” the check will be deposited by the MTFC Hall Coordinator and shall be applied toward the repair and/or replacement of any property damaged, lost, or destroyed during the event. The deposit shall not be credited toward the use of the Facilities, If there is no damage, loss, or destruction of the property sustained during the use of the Facilities, A check from the MTFC will be mailed once an inspection of the Facilities has been completed by the Coordinator or his/her designee.

B. Payment in full of all use fees (including deposit) is due prior to the commencement of the event. Access to the Facility will not be granted unless such payment in full is made.

Cancellations:

Cancellations by the User at least one month prior to the date of use will result in a refund of the \$250.00 deposit.

Parking:

Visitors to the Facility are legally forbidden from parking in front of the apparatus bays or in a manner that impedes Fire Company vehicles from responding to emergencies. Vehicles illegally parked are subject to ticketing, towing, and/or forcible removal at owner’s risk and expense.

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User agrees to abide by the following rules for use:

1. Decorations:
 - A. Nails, tape, and other fasteners may not be used to attach decorations, signs, or Other items to the walls, windows, floors, or other permanent parts of the structure. Decorations must be free standing.
 - B. Any item that can be thrown (for example: Confetti, glitter, rice, flowers petals) must be cleaned up.
 - C. Positively **NO** candles allowed in the Facility, except cake candles.

2. Kitchen/Food/Beverages:
 - A. Use of alcoholic beverages is limited to applicable local, state, and federal laws.
 - B. Caterers and others using the kitchen should leave it cleaned and free of garbage. Leftover food must be removed from all kitchen appliances and removed from premises or disposed of. **All spills must be cleaned up.**
 - C. Trashcans in the Facility are for general use and should not be left with refuse from the event. Trash should be put in plastic bags and placed in the dumpster outside the kitchen door.

Caterer: _____

Contact Person: _____ **Phone:** (____) _____

3. User agrees to pay to Fire Company on demand the cost of making any repairs to the Facility resulting from this use. Liability for damage is **NOT** limited to the amount of the security deposit.

4. All User property must be removed from the Facility immediately following the close of the event, failure to do so will result in rental charge for the following day.

5. Lights will be turned off and doors locked upon completion of the event.

6. **Absolutely NO smoking allowed inside the facility. Smoking is allowed outside facility in the proximity of the cigarette ash containers, Failure to comply will result forfeiture of deposit, and may result in additional penalties, including but not limited to authority to retake possession of the premises.**

7. No persons are permitted to enter any unauthorized area of the firehouse. No persons are permitted to enter the apparatus bay area where fire fighting vehicles are stored unless accompanied by a representative of the Fire Company, Failure to comply will result in forfeiture of deposit.

8. For any activity in excess of 100 guests, the User shall arrange for representative from the Fire Company to assist in the parking of vehicles. The representative from the Fire Company shall be on duty (1) hour before the activity plus an additional charge of **\$50**.

9. The premises must be vacated no later than 12:00 A.M., 2nd music must conclude no later than 10 P.M. unless otherwise agreed upon with the hall coordinator.

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User shall indemnify, defend, and hold harmless Mansfield Township Fire Company, its members, officers, trustees and agents from any and all losses, cost and claims of any kind whatsoever arising from or incidental to User's use of the Mansfield Township Fire Company Catering and Meeting Hall.

I have read this contract in its entirety and understand the contents.

Signed and agreed to this _____ day of _____, 20____

Total from Page 1: \$ _____ .00

Total from Page 2: \$ _____ .00

Total Amount for the event: \$ _____ .00

User signature: _____

Printed Name: _____

Address: _____

City: _____ Zip: _____

Telephone: (Day) _____

(Evening) _____

Email: _____

Mail signed agreement and checks to:

MTFC Hall Rental
324 Main Street
Port Murray, NJ 07865

*Contact: Rob or Jon * Firehouse: (908) 689-5285 * Fax: (908) 689-6061* hall@28fire.com

Additional Notes:

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Insurance Rider for Event serving Alcohol:

- A. Throughout the term of this agreement, the User shall maintain insurance for bodily injury, death, or property damage occasioned by the reason of the User's use of the Facility for the activity, which it is sponsoring with minimum limits of liability in the amount of \$1,000,000 per occurrence. The Fire Company shall be additional insured on this policy but only with respects to claims or losses against it resulting from the negligence of the User. A certificate evidencing such insurance shall be furnished to the Fire Company before the User activity can begin.
- B. The User's insurance company must waive its right of subrogation against the Fire Company should a claim arise.
- C. Upon breach of this agreement for any reason, the Fire Company shall have full authority to retake possession of the premises.

No alcohol will be allowed, signed: _____ **Date:** _____

If having alcohol comply with above and sign below.
I have read this contract in its entirety and understand the contents.

Signed and agreed this _____ day of _____, 20____

User signature: _____

Printed Name: _____

Address: _____

City: _____ Zip: _____

Telephone: (Day) _____

(Evening) _____

How did you hear about us? (Flyer, Website, Advertisement): _____