

## **Camden –Wyoming Fire Co. Formal Dining Hall Rental Agreement**

The Camden-Wyoming Fire Company, of Camden, DE (herein after referred to as CWFC) hereby agrees to lease its Formal Dining Hall (herein after referred to as the Hall) to \_\_\_\_\_ (name) of \_\_\_\_\_ (Company) (herein after referred to as Renter). Under the following terms and conditions:

### **Option 1**

If the CWFC Ladies Auxiliary is catering the event for the Renter, the Hall rental fee shall be the sum of \$450.00 for the initial four (4) hours, and then \$50.00 per hour thereafter.

### **Option 2**

The Hall rental fee shall be the sum of \$600.00 for the initial four (4) hours, and then \$50.00 per hour thereafter, if the Renter is catering their own function or using an outside catering firm, which must be approved by the CWFC Hall Rental Committee and said Committee will supply guidelines for the use of the kitchen by the Renter and/or the outside catering company.

- 1.** There shall be a clean up fee in the amount of \$125.00 to pay for the clean up of the Hall. The Renter shall be responsible for removing all of the decorations or other items they have brought to the Hall, and leaving it in a “broom clean condition”.
- 2.** There will be a 50% deposit of the usage fees set forth above for the Hall, together with the clean up fee of \$125.00 to be paid on or before \_\_\_\_\_ (date). The balance of said fees shall be paid on or before \_\_\_\_\_ (date). Failure to pay the deposit by said date will result in forfeiture of the date reserved. Failure to pay the remainder of the balance of said fees by said date will result in forfeiture of deposit and date reserved.
- 3.** The Renter is responsible for any and all damages which occur during the event, preparation, or clean up after the event. Any expenses under this paragraph will be added to the overall cost to the Renter and paid under paragraph 4 above.
- 4.** There is **ABSOLUTELY NO SMOKING** inside the Hall, a smoking area is provided outside the Hall in designated locations only.
- 5.** The Renter, or its approved catering services, may not bring alcoholic beverages onto the CWFC premises, or the Hall that is being rented on said premises. All alcohol service must be provided through the CWFC and its appropriate ABCC license and must be served from the bar location in the Hall. All alcoholic beverages must remain inside the building at all times. Champagne may be purchased and used for toasting at the event, however arrangements need to be made through the Bar Committee of the CWFC.

Failure to abide by said rules could result in immediate termination of event, and forfeiture of all fees paid.

**6.** Decorating of the Hall is permitted, but there shall be no hanging of decorations from the ceiling or walls of the Hall. Freestanding and tabletop decorations only may be used. The Hall Rental Committee is responsible for approving any decorations, other than the basics set forth in this paragraph.

**7.** The CWFC shall supply tables and chairs (round and rectangular tables) to the extent that the CWFC has said tables in stock on the premises, at no additional charge to the Renter. It is the responsibility of the Renter to provide tablecloths and set tables up prior to the event at the agreed upon time with the Hall Rental Committee.

**8.** If the Renter has selected the Ladies Auxiliary of the CWFC to cater the food preparations for the event, then separate arrangements shall be made with the Auxiliary of the CWFC regarding these arrangements.

**9.** The Renter of the Hall shall be responsible for all activities and shall not allow its guests to enter into activities which may be dangerous or reckless, and shall hold harmless the CWFC, and the Ladies Auxiliary of the CWFC, from any responsibility or liability for said actions or resulting injuries. The signer, and the organization represented by the signer, are responsible directly for any expenses or any losses incurred by the CWFC.

**10.** The Renter shall be held responsible and pay all damages caused by themselves or their guests, or any other persons that they allow into the Hall during their rental period.

**11.** The Renter shall not permit anyone present at their invitation or otherwise to enter any area other than the Hall, the restrooms, and if supplying their own food service, the designated areas set forth by the Hall Rental Committee. The kitchen will be off limits to the Renter and guests unless prior arrangements have been made with the Hall Rental Committee with respect to the use thereof of said premises. At no point and at no time, for the safety of those present, shall anyone be permitted to enter the working area of the firehouse, specifically to include but not limited to the engine bays or other areas of said firehouse.

**12.** Parking for the Renter and guests shall be permitted in the South parking lot only, said parking lot facing the main entrance of the Hall. All other parking areas are for the use of CWFC members only, and any vehicles found parked in these other lots will be towed at the Renter's expense.

**13.** The Hall Rental Committee shall designate a person or persons who may be present at different times during the event of the Renter, who will be the representative to be contacted by the Renter if any problems occur.

**14.** If a member of the CWFC is the actual Renter, then that member must be present at all times during his or her event in the Hall.

**15.** If any person present becomes disorderly or in any way endangers others, the CWFC premises, or endangers the licensing by the ABCC of the CWFC, then the Hall Rental Committee or CWFC ranking officer present may request the removal of the offending persons.

**16.** The members of the Hall Rental Committee reserve the right to deny the use of the Hall to any person or persons attempting to use the Hall in any means which are deemed not appropriate by said members. The CWFC and its Hall Rental Committee have the absolute right to refuse use of the Hall for any purpose or use which may not be appropriate for the community atmosphere for which the Hall is designed and maintained. The type of event and activities shall be discussed with the Hall Rental Committee representative prior to the signing of this agreement. At no time may the Renter charge admission to any events held in the Hall.

In witness whereof the parties signed this agreement on \_\_\_\_\_ (date).

\_\_\_\_\_  
Camden Wyoming Fire Company

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Witness

Option chosen \_\_\_\_\_

Bar (Y/N) \_\_\_\_\_

Deposit Due \_\_\_\_\_

Deposit Due Date \_\_\_\_\_

Total Due \_\_\_\_\_

Total Due Date \_\_\_\_\_

**Camden Wyoming Fire Company  
Hall Renter Information**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Cell:** \_\_\_\_\_

**Type of Function:** \_\_\_\_\_

**Number of People Expected to Attend:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_

\*\*\*Maximum number of people that the Hall can hold is 250, unless approved by the  
CWFC Hall Rental Committee\*\*\*

**Special Requirements:** (i.e. power outlets, ADA requirements)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Camden Wyoming Fire Company Catering Information Sheet

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Tax ID# \_\_\_\_\_

Proof of Insurance: \_\_\_\_\_

\_\_\_\_\_

### **\*RULES FOR KITCHEN USE**

- **NO STORING OF ITEMS IN THE WALK INS (REACH INS APPROVED BY CWFC AUXILIARY.**
- **NO USE OF OVENS/STOVES FOR COOKING, BUT OVENS MAY BE USED TO KEEP FOOD WARM ONLY.**
- **MAY USE COUNTERTOPS FOR PREPARING FOOD ITEMS.**
- **MUST CLEAN COUNTERTOPS AND FLOORS, AND DISPOSE OF TRASH IN OUTSIDE TRASH CANS BEFORE LEAVING THE PREMISES.**
- **MUST BRING ALL SERVING DEVICES AND UTENSILS UNLESS PREAUTHORIZED BY AUXILIARY TO USE DEVICES AND UTENSILS OWNED BY THE CWFC.**

I have read and understand the above Kitchen Rules and agree to follow them as set forth.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date