



BLUE HILLS FIRE DEPARTMENT
BANQUET HALL
5 - HOUR RENTAL CONTRACT

RENTER INFORMATION - PLEASE PRINT:

\_\_\_\_\_, 20\_\_\_\_
DATE OF EVENT START

\_\_\_\_\_, \_\_\_\_\_
EVENT START TIME TIME ACCESS NEEDED

\_\_\_\_\_, \_\_\_\_\_
EVENT END TIME (ACTUAL END TIME)

\_\_\_\_\_, \_\_\_\_\_
RENTER'S NAME

\_\_\_\_\_, \_\_\_\_\_
COMPANY OR ORGANIZATION (IF APPLICABLE)

\_\_\_\_\_, \_\_\_\_\_
ADDRESS

\_\_\_\_\_, \_\_\_\_\_
TELEPHONE (WHERE MOST LIKELY TO BE CONTACTED)

\_\_\_\_\_, \_\_\_\_\_
CITY, STATE, ZIP CODE

\_\_\_\_\_, \_\_\_\_\_
EMAIL ADDRESS

\_\_\_\_\_, \_\_\_\_\_
ADDITIONAL CONTACT PERSON(S) (BLUE HILLS FIRE WILL ONLY COORDINATE WITH RENTER OR PERSON NAMED ON THIS LINE)

EVENT NAME: \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_

This Rental Agreement is made and effective this (month) \_\_\_\_\_ (date) \_\_\_\_\_ of 202\_\_\_\_, by \_\_\_\_\_ and between the Blue Hills Fire Department, hereinafter referred to as "Owner" and the above-named Renter.

- Alcoholic beverages are permitted. Renter is Responsible for any alcohol related incidents/damages.
Max. 108 Occupancy. Estimated number of guests including host(s): \_\_\_\_\_
Renter will coordinate all access by Renter's representatives and caterers.
Renter will assure all representatives and caterers involved of the event are made aware of the guidelines and rules set forth in this Contract.
Renter will confirm rental Start Time and End Time at least 10 days prior to rental. Rental Term includes event setup, event, event cleanup including removal of trash, sweeping, etc.
Renter will cleanup at end of event.
Renter shall pay the Full amount of \$\_\_\_\_\_ upon execution of this Contract which will be applied toward the Rental fees.
A \$400.00 cancellation will be charged.
Full amount will be non-refundable if canceled 10 days prior the event.
Renter understands the Blue Hills Fire Department is a Fire Department where Firefighters will come in to answer fire calls and work in other areas of venue during Rental period.



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Renter Name \_\_\_\_\_ Rental Date: \_\_\_\_\_

- The Blue Hills Fire Department is NOT responsible for any lost or stolen or items.
- The Blue Hills Fire Department is NOT liable for any damages whatsoever, including any Incidental, Consequential, Punitive damages.
- [Link to the Hall Rental and Fee Information and FAQs](#)
- Renter has read the complete set of rules and regulations listed on the Renters Hall Contract.

### ROOM AVAILABLE FOR

Baby Showers  
Birthday Parties  
Bridal showers  
Company Meetings  
Re-past  
Retirement Parties  
Training Seminars

### ROOM SPECIFICATIONS

Hall Holds 108 People  
Table & Chairs  
Kitchen Is Not Available for Cooking  
Events Should Not Past 12:30 AM  
Link to Frequently Ask Questions  
Garbage are Provided by B-HFD

Office use only:

Representative on Duty Name: _____	Phone: _____	
Total chairs: _____	Total rectangular tables: _____	<input type="checkbox"/> Pre-rental invoice complete
Post rental additional: _____ hours; _____ chairs; _____ tables; _____ cleanup completed _____		

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Renter Initial \_\_\_\_\_