

BLUE HILLS FIRE DEPARTMENT MEMBERS HALL RENTAL AGREEMENT
1021 Blue Hills Avenue, Bloomfield, CT 06002
Business Office Phone Number: 860-310-2840

I. Securing the Hall

- 1) Contact the Business Office to ensure availability of the facility.
- 2) State the type of event being held as well as the time and date of use.
- 3) An understanding of the Rental Agreement and guidelines for use must be acknowledged and the Reservation Form must be completed and received by the Business Office.

II. RENTAL FEES

There is **NO** Fee for Active Members. To give each member the opportunity to use the facility, each member will be allowed to rent the facility twice (2) a year. The member requesting to use the facility will be deemed the "Renter" and expected to attend the event and assume responsibility for the condition and accountability for all Blue Hills Fire District property. Members are not allowed to acquire use of the facility for non-members to avoid them being charged a rental fee.

III. POLICIES FOR USE OF HALL

Because this is a district facility, certain restrictions and regulations are enforced. Please read the following regulations carefully. They apply to ALL members.

1. Anyone wishing to use or rent the Hall must contact the Business Office to check for availability. A calendar is kept and all events and activities occurring in the Hall will be recorded on the calendar.
2. To view the Hall when considering rental, the Renter will be given a tour of the premises as well as a list of the policies and the rental contract. The tour will be conducted by the Office Manager or a designated representative.
3. The rental agreement must be signed and dated by the Renter and by the Office Manager prior to the use of the Hall. A copy of the agreement for each rental will be kept on file in the business office.
4. As the renter you are responsible for the set-up and break down, cleaning of the facilities, and general upkeep of all areas used.
5. All temporary decorations are to be removed and discarded following the event. No permanent changes (painting, glitter, nailing, etc.) are allowed.
6. All Tables and chairs are to be put back in their pre-event location at the end of the event.
NO TABLES, CHAIRS, OR OTHER PROPERTY SHALL BE REMOVED FROM THE HALL.

7. Anyone wishing to use the kitchen appliances (stove, coffee maker, etc.) must receive prior permission and instructions on the proper usage from the Business Office or designated representative. Otherwise, no cooking is permitted in the kitchen, the stove can be used for pre-heating of food only.

8. Renters shall not use the Departments paper products (cups, plates, napkins, etc.,) aluminum foil, food, or drink items. Renters must provide their own products for personal uses.

9. All non-disposable dishes, silverware, and utensils belonging to the department must be washed and put away.

10. Any member renting or using the Hall will be held responsible for ANY damage beyond normal wear and tear.

11. The Fellowship Hall shall not be used for any product parties (Avon, Tupperware, Home Interior, etc.) or any other function for one's personal profit.

12. No smoking is allowed INSIDE the Hall, including in the rest rooms.

13. Guests attending events held in the Hall must conduct themselves in an appropriate and civil manner.

14. Members are responsible for your own arrangements in gaining access to the Hall prior to your event. Guest shall park in the appropriate parking spaces and not up close to the building.

15. This agreement covers only the use of Hall rented as indicated and conveys no rights or privileges to the Renter or any of the Renter's guests to use any other portion of the premises, and the same shall be off limits to such persons unless the Renter makes prior arrangements with a designated representative of the Blue Hills Fire District, guests are not allowed to wander in the building or apparatus bay.

16. Blue Hills Fire is not liable for any arrangements or contracts made with outside sources. Any contract arranged with outside sources does not nullify or supersede in any way the agreement with Blue Hills Fire.

17. The Hall is rented as indicated in an "as is" condition. Blue Hills Fire shall not be responsible to the Renter or the Renter's guests for injuries to person(s) or property, or the theft of property brought on the premises.

18. Blue Hills Fire shall not be responsible for the act of any Renter, the Renter's guests, agents, or employees and the Renter does agree to hold Blue Hills Fire harmless and to indemnify and defend blue Hills Fire from any and all claims, actions, suits, or demands of any and whatever nature may arise (including attorney's fees and court costs,) directly and indirectly, from the Renter's use of the premises. The Renter further agrees that Blue Hills Fire shall not be liable for any claim, counterclaim, subrogation, interest, or any other demand which may arise, directly or indirectly, from the Renter's use thereof.

RESERVATION FORM & MEMBER RENTAL AGREEMENT

Name: _____

Address: _____

Rental Date: _____

Time of Rental: From _____ To _____

Cell Number: _____

Email address: _____

Type of Event: _____ Anticipated # of Attendees: _____

Consent and Release:

I have read this agreement and hereby agree to all the terms and conditions set forth. I further knowledge and agree that any breach of any of the conditions may result in the termination of my right to use the Premises at the discretion of the Blue Hills Fire Department.

Signature: _____ Date: _____

Print Name: _____

THIS RENTAL IS CONFIRMED UPON ACCEPTANCE BY AN AUTHORIZED REPRESENTATIVE OF THE BLUE HILLS FIRE DEPARTMENT AND YOU WILL BE NOTIFIED BY E-MAIL.

Signature of Blue Hills Fire Department Rep: _____ Date: _____

Typed or Printed Name: _____

Email this completed form to dbanks@bluehillsfire.org