

White Oak Volunteer Rescue Squad, Inc

RENTAL APPLICATION AND AGREEMENT FOR USE OF BANQUET HALL

~A Smoke-Free Facility~

This AGREEMENT, made and entered into the _____ day of _____, 20____, by and between the White Oak Volunteer Rescue Squad, Inc. hereinafter called the LESSOR, and _____ hereinafter called the LESSEE. The LESSEE requests to rent the hall on _____ day of _____, 20____ for the type of event listed below. The LESSEE hereby agrees to pay the LESSOR the sum of \$50.00* per hour for the use of the hall. A security deposit in the amount of \$200.00 (no alcohol event) or \$500 (events with alcohol) is required from the LESSEE at contract signing with the LESSOR.

***NOTE:** All rentals in excess of 2 hours will incur a cleaning fee of \$100.00.

****NOTE:** Security cameras are in use both inside and outside of the building.

Type of Event	Rental Fee	Security Deposit
	\$50/hour	\$200 (no alcohol)
	\$50/hour	\$500 (alcohol will be served)
Wedding set-up (one day prior to use of hall)	\$25/hour	Not required

NOTE: Kitchen use is restricted to refrigeration of perishable foods and warming of precooked foods. **Food preparation in the kitchen is NOT PERMITTED.**

The LESSEE must be 21 years of age to rent the banquet hall. Requests for use of the banquet hall must be made no less than two weeks in advance of the event, and not more than six months in advance.

The LESSEE, when alcoholic beverages will be served, must be 21 years of age, and shall obtain a liquor license from the Virginia Alcohol and Beverage Control (ABC) Board, which must be presented to the LESSOR's representative prior to being issued an entry key card. Also, the LESSEE's guests must be 21 years of age when alcohol is to be served.

THE LESSOR HAS THE RIGHT TO HOLD A SECURITY DEPOSIT IF THE EVENT THAT THE LESSEE CANCELS WITHIN 5 DAYS OF THE EVENT.

The LESSEE shall pay all applicable rental fees and security deposits in cash, by money order or cashier's check. **Personal checks will not be accepted.**

The LESSEE is responsible for ensuring that the building and grounds are free of trash and physical damage resulting from rental activities. For rentals up to 2 hours, the LESSEE is responsible for cleaning the hall prior to departure on the day of the rental. Cleaning includes sweeping the floor, wiping down tables used, hanging chairs on the chair rack, mopping the floor, cleaning all surfaces, AND returning 8 tables to a rectangle with 3 chairs at each table as found.

Security deposits shall be refunded following an inspection of the building and grounds, and return of the building key card. A pre-event inspection will be conducted when the key card is transferred to the LESSEE, and a post-event inspection will be done the next morning following the event.

Pre-event setup is authorized between 12:00 p.m. and 8:00 p.m. **ABSOLUTELY NOT PINS, TACKS, NAILS, TAPE, COMMAND TAPE, OR SIMILAR ITEMS ARE TO BE USED ON THE WALLS, WOODWORK, OR CEILINGS. ABSOLUTELY NO GLITTER, CONFETTI, OR SIMILAR PRODUCTS ARE TO BE USED IN THE BUILDING OR ON THE GROUNDS.**

Recreational drug use in the building or on the WOVRS is strictly prohibited and will result in forfeiture of security deposit.

Keg parties or sale of alcohol of any kind is strictly prohibited and will result in forfeiture of security deposit.

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The consumption of alcohol outside of the meeting hall or on the grounds of WOVRS is prohibited and will result in forfeiture of security deposit.

Charging of admission for rental functions requires prior approval of the WOVRS Board of Directors.

All functions shall conclude by 12:00 a.m. weekdays, and 1:00 a.m. weekends. Doors to the building must be secured when not occupied by the LESSEE or representatives, thereof.

Meeting hall capacity shall not exceed 125 people at any time.

Noise curfew is at 9:00 p.m. Therefore, music volumes must be lowered to not unduly disturb Stafford County duty crews sleeping in adjacent rooms as well as the surrounding neighborhoods.

The LESSOR reserves the right to enter the meeting hall during the scheduled event to ensure that all rules and regulations for the use of the hall are being followed. The security deposit will be kept by WOVRS for eviction due to non-compliance with the prescribed rules and regulations.

INSURANCE DECLARATIONS: The Lessee is responsible for any and all personal liabilities resulting from the actions of self or invited guests while using the WOVRS meeting hall and associated grounds. Therefore, it is recommended that the Lessee have a General Liability policy, Personal Umbrella policy, or similar policy in the event that the Lessee must file a claim for an incident. _____

Lessee's initials

I have read, understand, and accept the terms of use of the meeting hall of the White Oak Volunteer Rescue Squad, Inc. (WOVRS) located at 535 White Oak Road, Falmouth, VA. All statements made herein are truthful and accurate.

Lessee's Name _____ Date of Rental _____

Mailing Address: _____ City/State/Zip _____

Home telephone # _____ Cellphone # _____

Number of attended _____ Time of rental: From _____ to _____ Alcohol to be served ☐ YES ☐ NO

Lessee's signature _____ Date _____

Lessor's signature _____ Date _____

FOR OFFICIAL WHITE OAK VRS USE ONLY

Security Deposit: _____ Method of Payment: ☐ Cash ☐ Money Order ☐ Cashier's Check

Payment received by: _____ Date: _____ Lessor's initials: _____

Rental Fee: _____ Method of Payment: ☐ Cash ☐ Money Order ☐ Cashier's Check

Payment received by: _____ Date: _____ Lessor's initials: _____

Post event inspection:

☐ Pass ☐ Fail Inspected by: _____ Date: _____

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POST EVENT CHECKLIST. PLEASE INITIAL BESIDE EACH POINT WHEN COMPLETE

Key Card is left in the **black wall box** in the entry way. _____

Liquor license, if applicable, is posted on the white board in the kitchen. _____

All trash cans are empty, bags replaced, and lids are on. _____

All trash has been put in the outside dumpster. _____

Kitchen countertops, cabinets, and appliances, and sinks are wiped down and clean. _____

If used, all food has been removed from the refrigerator and freezer. _____

Walls are clean of smudges and dirt. _____

NO TAPE, TACKS, STAPLES, or OTHER ADHEASIVE is to be used on the walls. _____

Used tables are cleaned and re-stacked, used chairs are re-racked. _____

***Room is returned to meeting configuration, see diagram.** _____

Restrooms are clean, trash empty, new bags in trash cans. _____

Floors are swept and mopped, this includes the kitchen and restrooms. _____

***Meeting configuration: 8 tables in a rectangle with 3 chairs at each table.**

