

Member Rate



TAPPAHANNOCK-ESSEX VOLUNTEER FIRE DEPARTMENT

620 Airport Rd, P. O. Box 807 Tappahannock, VA 22560

BANQUET ROOM RENTAL AGREEMENT

***1st Responder Rate* DATE:**

The following rules have been adopted by the membership of the Tappahannock-Essex Volunteer Fire Dept., Tappahannock, Virginia.

BANQUET ROOM:

Total Rental Fee of **\$600.00** includes Banquet Room, Kitchen, Tables and Chairs. Payment in full is due prior to the date of rental. **A \$100.00 security deposit is required upon signing of the lease agreement to confirm the date of your event. The Security deposit will be returned, pending inspection of the building and grounds, no later than two weeks after said inspection. If you cancel your event your Security Deposit will be forfeited.**

SET-UP / CLEAN-UP FOR EVENT:

Set up time is available for an additional fee of \$100.00 on the day before the event and must be requested and arranged with TEVFD at least two weeks prior to the date of the event. Set-up time is four hours and is used for **decorating and arranging only.**

Clean up must be completed the evening of the event unless other arrangements have been made. (See "CURFEW" section)

KITCHEN:

The kitchen is to be left as it is found. A detailed check-off sheet will be provided prior to the event with renter's duties before and after the event. Anything missing or damaged must be returned or replaced.

ALL RENTAL PAYMENTS TO TEVFD SHALL BE MADE WITH CERTIFIED FUNDS (money order or cashier's check) payable to "Tappahannock-Essex Volunteer Fire Dept."

CURFEW:

Activities at the building must conclude by 12:00 a.m. Activities that involve youth under the age of 18 must conclude by 11:00 p.m. due to the Town of Tappahannock curfew laws.

LICENSE:

All renters shall be responsible for obtaining: a) an ABC license if needed; b) completed permit with the Town of Tappahannock (see page 2) at least 7 days prior to the event.

All renters are responsible for the proper cleaning of the equipment and the building. In addition to the items on the check lists, no chemicals, pyrotechnics, or dry ice are to be used. Renters will be held fully responsible for all

wall / ceiling damage. **No nails or tape are to be used inside on walls or ceiling. Nothing is to be hung from ceiling. No Food or Drink is allowed in the Foyer / Lobby.**

To the fullest extent permitted by law, the renter shall hold harmless the Tappahannock-Essex Volunteer Fire Dept. against all claims, damages, losses and expenses arising out of the leasing of the building or property for the use by others. The renter shall assume all responsibility for any action as fore stated during the time that this lease agreement is in force.

NO FIREARMS OR WEAPONS ARE PERMITTED ON THE GROUNDS OR IN THE BUILDING BY ANYONE AT ANY TIME.

Each phase of this agreement must be read and agreed to by both renters and an official of the Tappahannock-Essex Volunteer Fire Dept., and duly signed. A member of the Tappahannock-Essex Volunteer Fire Dept. will be at the building for the duration of the event. This member is there to ensure the building is secure at all times. This member shall have full access to any portion of the building that is rented. Parking is restricted to the side of the building closest to the banquet hall and back. No parking is allowed on the right side of the building. **There will be no loitering or alcohol outside of the building during the duration of the event.**

Any violation of any of the rules could prevent further use of the building by the respective party or parties; payments and/or loss of deposit; or any monies to restore the building and/or property to its original condition.

The Tappahannock-Essex Volunteer Fire Dept. reserves the right to refuse or cancel at any time for any reason any rental agreement.

We have read the above rules and fees regulating the Tappahannock-Essex Volunteer Fire Dept. building and grounds and we are in full agreement with such regulations and obligate the following party or organization to fully comply with same.



Type of Event	
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Date of Event		Date of Application	
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Applicant Name		Phone/Email	
Address			
Total Amount Due		\$600.00	

Deposit	\$100.00	Rental Fee Balance	\$ 500.00
<i>Due At Signing</i>		<i>Due Prior to Event</i>	

***ALL MONIES MUST BE PAID IN FULL BEFORE A KEY CAN BE OBTAINED.
 MY SIGNATURE BELOW INDICATES THAT I HAVE READ AND FULLY UNDERSTAND ALL OF THE AFOREMENTIONED
 RULES, REGULATIONS, AND FEES AND THAT I AGREE TO ABIDE .**

Signature of Applicant

Signature TEVFD Official

