



**TAPPAHANNOCK-ESSEX VOLUNTEER FIRE DEPARTMENT**  
**620 Airport Rd**  
**Tappahannock, VA 22560**

**PAVILION RENTAL AGREEMENT - 1st Responder Rate**

**EVENT DATE:**

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

**PAVILION:**

Total Rental Fee of **\$200.00** includes outdoor Pavilion and inside Bathrooms. Use of the kitchen is an additional \$150.00 Payment in full is due prior to the date of rental. **A security deposit of \$100.00 is required upon signing of the lease agreement to confirm the date of your event;** and will be returned no later than two weeks after inspection of the building and grounds. The refund is based on the results of the inspection. **If you cancel your event your Security Deposit will be forfeited.**

Bathrooms are to be accessed through the Foyer only. The building is not to be used for any other purpose other than bathroom usage. If the kitchen is being used it should be accessed from the back door.

**ALL RENTAL PAYMENTS TO TEVFD SHALL BE MADE WITH CERTIFIED FUNDS (money order or cashier's check) payable to "Tappahannock-Essex Volunteer Fire Dept." or may be paid on the TEVFD.org website.**

**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 Pavilion, Grounds, Bathrooms and Foyer. All trash is to be put into the dumpster. If the kitchen is used the applicable sections of the banquet hall clean up checklist must be met.

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 insure 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.

**Any violation of any of the rules could prevent further use of the building or Pavilion 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 the same.

<b>Type of Event</b>	
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<b>Date of Event</b>		<b>Date of Application</b>	
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<b>Applicant Name</b>		<b>Phone/Email</b>	
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<b>Address</b>	
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<b>Total Amount Due</b>	<b>\$200.00</b>
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<b>Deposit</b>	<b>\$100</b>	<b>Rental Fee Balance</b>	<b>\$100</b>
<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**

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 Signature of Applicant

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 Signature TEVFD Official