



EARLYSVILLE VOLUNTEER FIRE COMPANY MEETING ROOM RENTAL AGREEMENT

This rental agreement is between the Earlysville Volunteer Fire Company (EVFC) and _____ (Renter) for the rental of the EVFC Meeting Room.

Event Date: _____

Start Time: _____ End Time: _____

I. DEFINITIONS

The term “event participant(s)” is defined in this agreement as any individual(s) that takes part in the Renter’s event. This includes the Renter, invited guests, caterers, agents, friends/family members of the Renter, and friends/family members of other participants of the event.

II. FACILITY

The maximum room occupancy is 25 persons. EVFC will provide sufficient tables and metal folding chairs for the event. The rear parking lot can accommodate up to 100 cars and includes handicap accessible parking spaces. There are restrooms, including a handicap accessible restroom, located off the foyer.

III. EVFC TOBACCO & DRUG POLICY

EVFC is a tobacco/drug free facility. No tobacco products of any kind shall be consumed inside EVFC facilities. The consumption of tobacco products shall be allowed outside, at least 20 feet from any entrance to EVFC facilities. A cigarette disposal station is located outside the Banquet Hall entrance.

Illegal drugs are prohibited on EVFC property. The Renter is responsible for enforcing this policy on event participants. If this policy is violated by any of the event participants, it shall be considered a breach of contract and the Renter’s deposits and paid fees may be forfeited.

IV. RETURNED CHECKS

Any returned check, written by the Renter and/or their agents to pay for deposits and/or other fees, shall be levied a \$35.00 fee to cover bank charges. This fee shall be added to the Renter's full balance due. If necessary, monies from the Renter's deposits shall be used to collect these fees.

V. RESERVATION FEE

A non-refundable reservation fee of \$100 is required at time of booking for making and holding the event reservation as indicated in this agreement. Upon receipt, EVFC will reserve the time and date requested for the Meeting Room. The Reservation Fee goes towards Total Amount Paid. **Full payment must be made no later than two (2) weeks prior to the Event Date.** Failure to do so deems the scheduled event as a cancellation and will incur cancellation charges.

VI. MEETING ROOM RENTAL PACKAGE

The Meeting Room rental rate is \$75 per hour with a two (2) hour minimum. Multiple day events may be negotiated. One hour of setup time is provided at no cost. Additional setup and/or clean up hours may be purchased at the package rental hourly rate.

VII. OPTIONAL COSTS

If guests choose to stay past the agreed time rental period, the Renter will be charged an overtime fee of \$100 per hour.

White table clothes are available for rental at \$5.00 per tablecloth.

Ice is available for an additional charge of \$10.

VIII. RESTRICTIONS

Guests are only permitted to be in the Meeting Room. Guests may not gather or linger in the foyer or enter the Banquet Hall. Children must be supervised at all times.

It is a violation of EVFC policy for any person to carry a firearm or dangerous weapon on EVFC premises.

IX. CLEANING/DAMAGE DEPOSIT

A refundable deposit of \$100.00 shall be required for cleaning/damages and is to be paid in full by the full balance due date (two (2) weeks prior). Rented areas are to be left in the same state of cleanliness as received. If additional cleaning or repairs are required, the renter will be held liable for any/all additional charges.

The Renter is responsible for any/all damages to EVFC property attributed to event participants. Decorations of any nature that require nails, screws, or other attachments that are destructive to the walls, doors, ceilings, windows, light fixtures, or woodwork are prohibited.

If there is damage to EVFC property, the costs to repair said damages will be determined by EVFC and the damage deposit will be used to repair said damages. The remainder from the damage deposit not used to repair said damages shall be refunded to the Renter within thirty (30) days, after the repairs have been made. The renter will be liable for additional repairs and/or cleaning costs beyond the \$100 deposit, if applicable.

Restitution of repair costs beyond the cleaning/damage deposit shall be paid by the Renter and shall be pursued by civil action, if necessary. The Renter shall be responsible for reimbursing EVFC for all legal fees and costs associated with recovering the costs to repair said damages.

If there are no damages incurred to the areas rented, a full refund of the cleaning/damage deposit will be made within thirty (30) days to the Renter.

X. SETUP AND CLEANUP

One hour of setup time is provided at no cost. Any additional time used in the room will be charged at the rental rate. Setup includes setting up the required number of tables and chairs for the event. Clean up includes restoring the room back to its original condition, wiping all surfaces, and cleaning the floors and the restrooms.

Renter is responsible for setup/cleanup and facilities are to be left in the same condition as received. If additional cleaning is required by EVFC personnel or hired agents, Renter will be responsible for all charges.

XI. ALCOHOL POLICY

If any alcoholic beverages are to be served, an Albemarle County Deputy Sheriff or Private Security Guard and an EVFC ABC Manager shall be required to be present at the event for the duration of the event. Security may be waived at EVFC's discretion if the event meets some/all of the following criteria: has 25 people or less, ends before 4:00 pm, has a duration of less than four (4) hours, or is only serving a champagne toast. This list is not inclusive and the need for security will be waived ONLY at the discretion of the EVFC event team; please consult with your event manager regarding the details of your event.

The fee for deputies/private security is \$40 per hour per deputy/private security guard with a four (4) hour minimum. The number of security personnel is based on the number of event participants and is determined by the Sheriff's Office. If deputy sheriffs are required for your event, the EVFC Community Center Committee (Committee) will make the request at the Sheriff's Office five (5) weeks prior to the Event Date. The Sheriff's Office will provide EVFC with a quote for the cost of the deputies if they are available. If unavailable, the Committee will obtain a quote from a private security firm. The Committee shall inform the Renter of this additional fee if it is more than \$40 per hour. **This fee must be paid in full by the full balance due date (four (4) weeks prior).** Cancellation of the security personnel may result in charges, which the Renter is responsible to pay.

EVFC has a Banquet Hall ABC License from the Virginia Department of Alcoholic Beverage Control. This license allows beer, wine, and mixed drinks to be served without charge in the banquet hall. When alcohol is to be served, an EVFC ABC Manager must be present at the event. Only an EVFC Banquet Hall Manager or an officer of EVFC may act as an EVFC ABC Manager for events.

If the Renter wants to sell alcoholic beverages, the Renter will be required to provide their own Virginia ABC permit/license for the event. The Renter must present a copy of the Virginia ABC permit/license to the EVFC Banquet Hall Manager so that the permit/license can be displayed during the event. NOTE: Normally, individuals are not granted Virginia ABC permits/licenses. If the Renter plans to sell alcoholic beverages, the Renter may need to contact Virginia ABC prior to the event to determine if they will be permitted a license for the event. A caterer that provides cash bar services should provide the Virginia ABC license.

No beverages of any kind shall be permitted outside the Meeting room.

If alcohol is served in violation of Virginia ABC laws and regulations, it shall be

considered a breach of contract, the event will be terminated at once, and all deposits/fees shall be forfeited.

Before serving alcoholic beverages to event guests, the EVFC ABC Manager will require proof of legal age (21) and will wristband all eligible event guests.

XII. CANCELLATION

Cancellation of this contract by the Renter and/or their agent must be received in writing by the Community Center Committee (Committee). If the Renter cancels the event reservation, EVFC will keep the non-refundable reservation fee as an administrative fee (See Section V).

All remaining monies paid shall be returned to the Renter within thirty (30) days.

IN THE EVENT OF A WEATHER EMERGENCY that causes the event to be cancelled, a \$50.00 administrative fee may be deducted from the reservation fee. All remaining monies will be returned to the Renter within thirty (30) days.

IN THE EVENT OF THE FACILITY BEING USED AS AN EMERGENCY SHELTER that causes the event to be cancelled, all monies will be returned to the Renter within thirty (30) days.

XIII. PERSONAL ITEMS

Personal items left on EVFC property at the end of the event will be held and the Renter will be notified. The Renter will have 48 hours to recover any items being held. Items not recovered by the Renter will be disposed of by EVFC.

XIV. MISCELLANEOUS

All entertainment and alcohol service/dispensing must stop fifteen (15) minutes prior to the event ending date/time. All non-EVFC personnel shall leave EVFC property by 1:00 AM, with no exceptions. Anyone in violation of this policy will be escorted out by security personnel.

A representative from EVFC shall be on-site and available during the event. This representative may also be acting as the EVFC ABC Manager, if alcohol is being served.

EVFC is honored to extend a 10% discount of the total rental fee to all active first responders and all those who have served in the military including inactive personnel and veterans. Please ask your event manager for details.

XV. LIABILITY CLAUSE

THE UNDERSIGNED ALSO AGREES THAT EVFC WILL NOT BE HELD LIABLE FOR ANY INJURIES OR PROPERTY DAMAGE/LOSS TO OTHERS DURING THE EVENT RENTAL PERIOD, INCLUDING, BUT NOT LIMITED TO: DEATH, PERSONAL INJURY, PROPERTY DAMAGE, OR OTHER INCIDENTS THAT MAY OCCUR TO ANY PERSON(S), INCLUDING, BUT NOT LIMITED TO: GUESTS, AGENTS, OR EMPLOYEES BY USE OF EVFC FACILITIES AND PREMISES DURING THE TERM OF THIS AGREEMENT.

XVI. BALANCE DUE

The full balance due of all rental fees may be made at the time of reservation but no later than two (2) weeks prior to the Event Date.

If the Renter fails to pay the full balance due by the agreed upon due date, it shall be considered a breach of contract, the event shall be terminated, and the reservation fee shall be forfeited. The Renter shall be responsible for any/all additional fees incurred.

A FULL BALANCE OF \$_____ IS DUE BY _____, 20_____

Make checks payable to: **Earlysville Volunteer Fire Company**

XVII. AUTHORIZATION

This document becomes a legal and binding contract when signed by the Renter and a Committee member. The original signed contract becomes the property of EVFC and a copy will be provided to the Renter.

I, _____
(Renter's Printed Name & Signature)

have read and agree to all terms and conditions in this agreement.

Renter's Contact Information

Address

Telephone Number

EVFC Community Center Committee Member

By: _____

EVFC Community Center Committee Member (Printed Name & Signature)

EVENT DETAILS

Renter's Name and Phone Number _____

Type of Event _____

Event beginning Date/Time _____

Event ending Date/Time _____

Number of persons participating at event _____

Number of Tables/Chairs requested _____ / _____

Will white tablecloths be needed YES / NO

Will alcohol be served and/or sold? YES / NO

If alcohol is sold, Contact person holding VaABC license

Name

Phone

Additional Information:

RENTAL FEES WORKSHEET

Number of Guests

Base Rental (\$75/hr; 2hr minimum):	x	hrs	\$	
Setup Hours (in addition to the 1 hr included)	x	hrs	\$	
Ice @ \$10.00			\$	
Table Cloths @ \$5.00/table	x	tables	\$	
	x	hrs		
Deputy Sheriffs/Private Security @ \$40.00/hr	x	deputies	\$	
Total Rental Fee:			\$	
Reservation Fee: (non-refundable, due at signing)			\$	100.00
Cleaning/Damage Deposit (refundable)			\$	100.00
Amount Due at Signing: (Reservation Fee)			\$	
Final Balance:			\$	
Due Date (2 weeks prior to Event Date):				

Additional Information:
