



EARLYSVILLE VOLUNTEER FIRE COMPANY BIRTHDAY PARTY RENTAL AGREEMENT

This rental agreement is between the Earlysville Volunteer Fire Company (EVFC) and _____ (Renter) for the rental of the EVFC Meeting Room, to be used as a Birthday Party 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 Party 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. BIRTHDAY PARTY PACKAGES

Packages are for six (6) children minimum and for two (2) hours. One hour of setup time is provided at no cost. Any additional time used in the room will be charged at a rate of \$75 per hour.

There are two (2) packages to choose from:

CAPTAIN

The Captain Birthday Party Package includes the party room, tables, chairs, EVFC fire-safety goody bags, and plastic fire hats for each child. A fire-safety gear demonstration and a ride in one of the fire engines will be provided if the on-duty firefighters are not called out. The cost is \$20 per child with a six (6) child minimum. Additional children are \$15 each.

CHIEF

The Chief Birthday Party Package includes all of the above, plus table décor (which includes tablecloths, cups, plates, and napkins), one (1) Mylar fire truck balloon for the birthday child, one (1) latex balloon per child, and party setup. The cost is \$25 per child with a six (6) child minimum. Additional children are \$20 each.

See supplemental add-on sheet to help make your little one's birthday party fantastic!

VII. OPTIONAL COSTS

If guests choose to stay past the agreed time rental period, the Renter will be charged an overtime fee of \$75 per hour.

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

VIII. RESTRICTIONS

Party guests are only permitted to be in the Party 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 \$50 per hour. 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 if purchasing the Captain package, 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.

If Renter purchases the Chief package, EVFC provides setup services.

XI. ALCOHOL POLICY

No alcoholic beverages of any kind shall be permitted on EVFC premises.

If alcohol is served, it shall be considered a breach of contract. The event will be terminated at once and all deposits/fees shall be forfeited.

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 must stop fifteen (15) minutes prior to the event ending date/time.

A representative from EVFC shall be on-site and available during the event.

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 _____

Birthday Child's Name: _____

- Package (check one): CAPTAIN - \$20/child for the first six (6), \$15 thereafter
 CHIEF - \$25/child for the first six (6), \$20 thereafter

Number of Children: _____

Base Rental: \$ _____

Additional Set-up Time (\$50/hr) \$ _____

Add-On(s): \$ _____

Ice @ \$10.00 \$ _____

Total Rental Fee: \$ _____

Reservation Fee: \$ 100.00
(non-refundable, due at signing)

Cleaning/Damage Deposit (refundable) \$ 100.00

Final Balance: \$ _____

Due Date (2 weeks prior to Event Date): _____

Additional Information:

GOODY BAGS



Fire Chief Kid's Hat

Firefighter Hat Shaped Lollipop

Firefighter Party Favor Boxes

Firefighter Badges



Firefighter Rubber Duckies

Fire Safety Tattoos

DIY Firefighter Sticker Scenes

Dalmatian Coloring Page

**Items are representative and are subject to change based on availability*

CHIEF PACKAGE DECOR



Sample image. All food provided by Renter.

SUPPLEMENTAL ADD-ONS

	ITEM	COST PER PIECE	QTY.	TOTAL
	Fire Hydrant Cups with Straws	\$2.34		\$
	Plush Dalmatian with Fire Hat	\$2.60		\$
	Firefighter Party Custom Photo Banner	\$18.74		\$
	Fire Hydrant Cupcake Stand	\$9.36		\$
	Pullback Fire Trucks	\$1.04		\$
	Party Hanging Swirls (12)	\$7.99		\$
TOTAL				\$

**Items are representative and are subject to change based on availability*