

## Agreement for Use Long Ridge Fire Company, Inc. Event Hall

1. This agreement is between the Long Ridge Fire Company, Incorporated (hereafter, "LRFC") and \_\_\_\_\_ (hereafter, "licensee") for use of the hall facilities at the Long Ridge Firehouse, 366 Old Long Ridge Rd. Stamford, CT 06903.
  
2. LRFC agrees to grant a license for use of the Hall in accordance with the information listed on Schedule A.
  
3. In exchange for the license, licensee agrees to abide by all of the hall rules and regulations stipulated on Schedule B.
  
4. In further exchange for the license, licensee agrees to pay LRFC a sum of money in accordance with the price structure on Schedule C.
  
5. As a measure of security for LRFC, full payment (plus) a refundable security deposit of (\$250) for private events and (\$500) for Fire Department classes shall be due 15 days before the start of each and every event that is covered by this agreement. If event/party is less than 15 days of request, deposit must be cash. If such sum is not in hand to the hall manager and/or treasurer of the LRFC, the event will not be allowed to take place.
  
6. By signing this contract I acknowledge I am responsible for any damages to ANY LRFC property and will be billed accordingly.
  
7. Schedule C shall not apply to Fire Department Training or events requested directly by a LRFC member.

Print Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

**Schedule A Event Description**

Purpose of Use: \_\_\_\_\_

Use of Kitchen: Yes No

Use of Tables/Chairs: Yes No

Alcohol to be Served?: Yes No

\_\_\_\_\_ **Lessee Initial**

**Firehouse Use Only**

Approved By: \_\_\_\_\_

Approved On: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Schedule B Hall Rules and Regulations

1. The premises shall only be occupied on the date and time specified on Schedule C.
2. Alcohol shall not be consumed unlawfully on the premises unless specifically set forth in the agreement under Schedule A. If alcohol is found to be present in violation, that is grounds for immediate termination of the event and referral to law enforcement.
3. The Hall / Firehouse property is rented in good condition and expected to be returned in good condition. If damage occurs, immediately contact the hall coordinator or LRFC sponsor who will assess the damage.
4. Cleaning of the hall is required following the event. If the hall is not cleaned in accordance with the below, the security deposit is forfeit.
  - a. Clean Kitchen and Return all flatware, utensils, plates to cabinets
  - b. Clean all countertops
  - c. Sweep Hall
  - d. Remove all garbage and place it in designated containers.
  - e. Turn off all lights and close all doors
5. Guests are only allowed in the Hall, Kitchen and Field. At no time is anyone allowed up stairs or in bay area. Anyone found outside these areas will be subject to arrest and prosecution. If a tour is requested, this is the only time allowed in this area accompanied by the Event Supervisor.
6. Lessee is responsible for all minor guests on the premises
7. Any tables/chairs or firehouse property that are set up for events or classes must be returned to where the originated.
8. The Long Ridge Security Officer on duty has the right to maintain safety and order in and around the premises at all times, including, in the event of unsafe or unlawful conditions, the authority to terminate the license and order all occupants to vacate the premises. In such an event, no refund will be given.
9. Designated smoking area will be outside of the kitchen. Cigarettes must be properly discarded.
10. Trash/Recycle bins are located in main driveway. Trash will not be left in hall.
11. Loud music will be terminated by 11pm and all occupants of event must leave firehouse property no later than 12 midnight.

\_\_\_\_\_ Lessee Initial

**Schedule C Rental Rates**

**Evening events Tuesday - Friday will begin no earlier than 6:00pm. Weekend events may begin after 8:00am**

1. There is no charge for set up.
2. Hourly rates INCLUDE cleanup. (cleanup should begin with the last hour).
3. \$125 per hour + \$250 refundable deposit.
4. \$100 flat rate for neighborhood association meetings.
5. \$200 flat rate for open to public meetings.

**For security purposes, a police officer MAY be needed per event description and/or events exceeding 75 persons. If a police officer has to be present, they must be present for entire event. Proof of hire must be submitted to Hall Manager.**

**For information hiring an officer please go to “Hirespd.com”. OR call (203)977-4425.**

Date of Rental: \_\_\_\_\_

Rental hours: \_\_\_\_\_ am/pm TO \_\_\_\_\_ am/pm.

**Checks are made to Long Ridge Fire Company.**

\_\_\_\_\_ **Lessee Initial**