

Ridgway Fire Department Hall Rental, Inc.

P.O. Box 391

Ridgway, Pa. 15853

814-772-0805 – Fax 814 – 772- 3665

www.ridgwayfiredepartment.org

\$250.00 Deposit Paid _____ / Check ___ Cash ___ Balance _____

Name of Renter / Group _____ Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____ Rental Date _____

Full Rental _____ Thursday @ 6pm, through Sunday @ Noon – Cost \$750/ One Day Rental _____ 24 hours - \$250.00

You may choose to have the Ridgway Fire Department clean the hall for you, the cost is \$250.00, this option must be paid for in advance. Yes, we would like the hall cleaned by the Ridgway Fire Department _____

You, the above name Renter / Group, agree to the following terms and conditions regarding the rental of the Ridgway Fire Department Social Hall. Maximum hall capacity is 325 people.

1. A \$250.00 deposit shall be made at the time when signing this contract and mailing it in. If you cancel your rental date 60 days before your rental date, you will only receive ½ of your money back. If you cancel your rental date 30 days before your date of usage, you will get NONE of your deposit back.
2. The rental fee of \$750.00 shall be paid one month before the rental date. Your time of rental shall be Thursday starting at 6pm, and ending Sunday at 12 Noon.
3. Please NOTE, this application may be use for a one day rental as well, cost of a one day rental is \$250.00, renters will receive \$100.00 back when the hall is cleaned and inspected.
4. A - 4 (four) digit code of your choosing will be programmed into the front door the Thursday before the date of your rental. Please give a four digit code _____. Normally the last 4 digits of your cell number works best.
5. All tables and chairs can be arranged any way you choose the day of your rental, but everything **MUST** be put back exactly the way it was, a diagram is also available on the website. All garbage is to be placed in the dumpster out back. All decorations are to be taken down and removed. NO tacks, nails, tape, etc are allowed on the ceilings or walls. No confetti of any type is permitted either outside or inside the building. The outside of the building shall be cleared of all rubbish, including cigarette butts; this includes the back doors also.

6. Any damages to the inside/outside of buildings or premises are the responsibility the renter / group and will be held accountable to the said damages.
7. The Ridgway Fire Department reserves the right to refuse rental to any person or group.
8. You are responsible for your guests; in the event of damages occur over and above the amounts of your deposit, you agree to be held responsible for these additional amounts.
9. You agree to release, indemnify and hold harmless the Ridgway Fire Department, its officers, directors, from any and all liability resulting from any injuries, damages, claims, losses and or lawsuits either that you may have or that one of your guests may have.
10. The Ridgway Fire Department is not responsible for any personal property left after your rental.
11. If the air conditioning is on, all doors must remain closed.

Name/Responsible Party _____

Deposit Paid \$ _____ Check # _____ Balance Due _____

Please mail this Hall Rental application to the following address:

Ridgway Fire Department Social Hall Rental

517 McClellan St.

Ridgway, PA 15853

www.ridgwayfiredepartment.org

Thank you – Ridgway fire Department Hall Rental