

# Ridgway Fire Department, Inc.

P.O. Box 391

Ridgway, Pa. 15853

814-772-8085 – Fax 814 – 772- 3665

www.rfd4.org

## SOCIAL HALL RENTAL AGREEMENT

Name of Renter / Group \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Rental Date \_\_\_\_\_

Hall is being used for, Wedding, Party, Etc. \_\_\_\_\_

**Full Rental** \_\_\_\_\_ Thursday @ 6pm, through Sunday @ Noon – Cost \$750, you will get \$100.00 back after you have cleaned the hall, tables and chairs have been placed back according to our hall diagram, and it has been INSPECTED by a Hall Representative. (For Full rental, you may get into the Social Hall at 6pm on Thursday, and you need to be cleaned up and out by NOON on Sunday.

**One Day Rental:** Includes the day of your rental, plus 6pm the day before, Cost \$400.00, which includes \$200.00 deposit which you will pay at time you book the hall. You will get \$100.00 back after you clean the hall and it has been inspected. *All the same rules apply for this rental as the Full rental above.*

You may choose to have the Ridgway Fire Department clean the hall for you, the cost is \$300.00, and (*this option must be paid for in advance.*) If you are interested in this option, please let us know when signing this contract.

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 300 people.

1. A \$200.00 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. The remaining balance of your rental fee 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. PLEASE NOTE, if the hall is not put back together per the DIAGRAM, your deposit may not be returned.
2. Please NOTE, this application may be use for a one day rental as well, cost of a one day rental is \$400.00, renters will receive \$100.00 back when the hall is cleaned and inspected.
3. 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.
4. **You are responsible for making sure the Social Hall has been totally cleaned.** 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 in the hall way, and on our 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.

5. 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.
6. The Ridgway Fire Department reserves the right to refuse rental to any person or group.
7. 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.
8. 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.
9. The Ridgway Fire Department is not responsible for any personal property left after your rental.
10. If the air conditioning is on, all doors must remain closed.

11. **NOTE:** IT IS IMPORTANT THAT THE HALL BE PUT BACK ACCORDING TO THE DIAGRAM WHICH CAN BE FOUND ON THIS SITE OR IN THE FOYER AT THE FIRE HALL. THANK YOU.

Name/Responsible Party \_\_\_\_\_

Deposit Paid \$ \_\_\_\_\_ Check # \_\_\_\_\_ Balance Due \_\_\_\_\_

**Please mail this Hall Rental application, along with your deposit, to the following address:**

Ridgway Fire Department, Inc  
C/O Kathy Dahler  
3185 Grant Road  
Ridgway, Pa. 15853  
[kathydahler@gmail.com](mailto:kathydahler@gmail.com)

Thank you – Ridgway Fire Department Hall Rental  
[www.rfd4.org](http://www.rfd4.org)

**Also visit us on Facebook**

**Ridgway Fire Department**  
**Social Hall Cleaning Instructions**

**Kitchen**

- Do not use stove on the right. Please ask if its going to be needed.
- Clean off Counters.
- Clean off Stoves, make sure stoves and ovens are turned OFF.
- Make sure refrigerators and Freezer doors are closed.

**Side Room**

- Clean window counter and side counter.

**Men's and Women's Bathrooms**

- Empty Garbage's
- Put all Bagged-up garbage in dumpster behind Fire Hall.

**Floors**

- All Floors are to be swept and mopped.
- Men's restroom, women's restroom, hallway by the restrooms, floor leading to the social hall, and social hall floor.
- Kitchen and side room.
- Vacuum all rugs.

No tape or tacks on walls. No tape on windows inside or outside of the social hall.

Do Not leave doors open in the Social Hall near the kitchen.

No sitting or standing on the tables, and please wipe off all tables.

