

North Java Fire Co. Inc.

P.O. Box 137

North Java, NY 14113

www.northjavafd.com

- Initial \_\_\_\_\_ Agreement made for the day of \_\_\_\_\_, 20\_\_\_\_, between North Java Fire Co. Inc., hereinafter referred to as we or us, and \_\_\_\_\_, hereinafter referred to as the lessee or you:
- Initial \_\_\_\_\_ We hereby lease to lessee, and lessee hereby does lease from us the North Java Fire Hall from the hours of \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM.
- Initial \_\_\_\_\_ Lease includes the use of the furniture, heating, A/C, and lighting. Lease shall not include the canisters of pop.
- Initial \_\_\_\_\_ Lessee has agreed to pay \$500.00, plus \$100.00 for the use of the engine room (if the engine room is desired), to the North Java Fire Co. Inc. by \_\_\_\_\_, 20\_\_\_\_ to hold the requested date.
- Initial \_\_\_\_\_ There is a \$50.00 service fee for the fire trucks to be housed at another location between November 1<sup>st</sup> & April 1<sup>st</sup> due to weather. If you choose to rent the engine room, please include the truck housing fee. If we do not need to house the trucks between the dates given, we will return your \$50.00 after the event. If you are renting the engine room, the trucks WILL NOT be moved out until 9am the morning of your event.
- Initial \_\_\_\_\_ A \$100.00 security deposit, included in the above fees, will be returned to the lessee ONLY if there is no damage to the building or its contents, nothing is missing from the building, and it is returned in the condition it was rented in. The security deposit WILL NOT be returned if any of these rules are broken. The return of the deposit will be at the discretion of the current Building Superintendent. A second opinion may be given by the current officer team if requested.
- Initial \_\_\_\_\_ If cancellation of any event is necessary for any reason the North Java Fire Co. Inc. will retain \$50.00 from any money paid.
- Initial \_\_\_\_\_ For any reason the check(s) that you have written out to cover the cost of any part of the hall is returned, the contract is void and the date in question will be rented to others if needed, unless full rental cost and check fee is paid in cash within one week or other arrangements are made.
- Initials \_\_\_\_\_ You agree to surrender the premises no later than **two o'clock a.m.** (2:00am) in good condition as it were at the commencement of the term; reasonable wear and tear accepted.
- Initial \_\_\_\_\_ **You shall clean the premises on the same night the event takes place.** Clean up consists of the following: picking up of table and chairs that are in the engine room, sweeping all floors, damp mopping any spills, and taking ALL garbage (including bathroom garbage) out to the dumpster. Please do not leave any boxes or garbage bags on the ground next to the dumpster. You must wash any dishes, beer pitchers, and coffee pots. All decorations must be removed.

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Initial \_\_\_\_\_ We shall supply limited use of the kitchen, refrigerators, and other supplies limited to what we have, if desired. The kitchen and everything in it **MUST** be clean before you or the caterer leaves. You may use the kitchen facilities to warm and keep food warm that you have previously prepared. We **DO NOT** provide dish towels or garbage bags.

Initial \_\_\_\_\_ **DO NOT** apply tape to the white painted walls. **DO NOT** use tacks, push pins, or nails of any size when decorating. Balloons shall be secured, so they do not float up into the ceiling fans. Plastic hooks have been placed on the ceiling for you to use for hanging decorations. However, you may **NOT** move the hooks from where they have been placed. **DO NOT** cover any of our plaque boards and **DO NOT** use tape on the glass of our trophy case. **NO** staging of any kind will be allowed. **Failure to comply with the contract will cause you to lose your security deposit.**

Initial \_\_\_\_\_ You will carry liability insurance including dram shop insurance in the sum of \$ \_\_\_\_\_ at your expense, alcohol will be served. If you are **NOT** planning on serving alcohol please sign here: \_\_\_\_\_. Liability insurance will insure both lessee and the North Java Fire Co. Inc. against claims resulting from the use of the premises.

Initial \_\_\_\_\_ You shall save harmless and indemnify us against all expense, lawsuits, claims, and judgments resulting from your use of the premises.

Initial \_\_\_\_\_ You agree not to engage in or permit any unlawful business on the premises, **including underage drinking.**

Please sign contract and send with the full amount that is owed; this would also include the rent for the engine room if it is to be used.

\_\_\_\_\_  
*Lessee's Name*

\_\_\_\_\_  
*Lessee's Phone Number*

\_\_\_\_\_  
*Lessee's Signature*

\_\_\_\_\_  
*Building Superintendent Signature*

\_\_\_\_\_  
*Lessee's Address*

\_\_\_\_\_  
*Date*

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Caterer's Contract

Initial \_\_\_\_\_ Agreement made for the day of \_\_\_\_\_, 20 \_\_, between the North Java Fire Co. Inc., and the caterer hired by individuals for weddings or banquets. This contract must be signed and returned by \_\_\_\_\_, 20 \_\_; the hall will be unlocked by 8:00am the day of the event being held.

Initial \_\_\_\_\_ The North Java Fire Co. Inc. shall supply refrigerators and other supplies limited to what we have. All supplies, with the exception of the refrigerators, must be signed out and back in with the current Building Superintendent and a deposit must be made. When all supplies are returned in the same condition as rented, your deposit will be returned. We do not supply garbage bags or dish towels.

Initial \_\_\_\_\_ All garbage must be placed inside the dumpster. NO garbage or boxes will be placed on the ground or outside if the dumpster is full. Please DO NOT place empty boxes in the dumpster-leave them inside the engine room.

Initial \_\_\_\_\_ The kitchen MUST be cleaned before you leave. Failure to follow this contract will result in lessee's loss of security deposit.

Please return completed contract to:

North Java Fire Co. Inc.

Attn: Building Superintendent

P.O. Box 137

North Java, NY 14113

\_\_\_\_\_  
*Caterer Name Printed*

\_\_\_\_\_  
*Caterer Signature*

\_\_\_\_\_  
*Caterer Phone Number*