

AUXILIARY TO GREATER MANASSAS VOLUNTEER RESCUE SQUAD
P. O. Box 123, Manassas, VA 20108 (9322 Center Street, Manassas, VA 20110)

HALL RENTAL CONTRACT (A SMOKE-FREE ENVIRONMENT)

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This is a contract between _____ of _____
(hereafter referred to as Client) and the Auxiliary to the Greater Manassas Volunteer
Rescue Squad (hereafter referred to as Auxiliary) for a _____
on _____ from _____ until _____.

Client agrees to the following:

1. Accepts full responsibility for any and all damages to property of Greater Manassas Volunteer Rescue Squad, Inc. due to neglect, irresponsible actions, or carelessness, and will pay an additional charge, in addition to forfeiture of their security deposit for any such damage. This is a NON-SMOKING environment, both inside and outside the facility.
2. That the Client will not charge participants in use of facility, to include admission fees and cash bar.
3. Participants will be advised of a telephone number, not Rescue Squad number that they may call to obtain information regarding the function.
4. The client agrees that they will not attach anything to the walls, taped or stapled. A wooden chair rail is present for attaching balloons and other decorations. Overhead decorations may be used by using hooks only. Do not use confetti as it is hard to clean up and sticks to flooring.
5. The Client is responsible for the conduct of his/her guests, invited or uninvited.
6. The Client is responsible for the supervision of any children attending. Children will not be allowed to play in the parking lot or outside the building.
7. Client and guests are not allowed in any part of the building except the hall and kitchen (if rented).
8. Alcoholic beverages will be consumed only in the confines of the hall and kitchen (if rented).

Auxiliary agrees to the following:

1. Have hall open and cleaned on time specified in contract for the Client to get in and start setting up for function.
2. To refund the security/damage deposit if there are no damages to the hall and/or its furnishings, or Client has not exceeded the agreed to time frame.

Schedule of rates:

1. \$500 security/damage deposit is required at signing of contract. \$400 of this deposit is refundable. The remaining \$100 will be used for cleaning (see notes on second page concerning security/damage deposit).
2. \$600 for a minimum of 4 hours. Each additional hour over 4, or part thereof, \$175 per hour.
3. This rental does not include use of kitchen (separate contract required).

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Forfeiture and Cancellation:

1. The Client will forfeit a portion or the entire security/damage deposit
 - a. If there are any damages to the hall, the building, and/or its furnishings.
 - b. If there is more than the normal and expected amount of cleaning required in the hall and bathrooms – such as would require extensive clean-up.
 - c. If the Client exceeds the agreed to time frame in this contract.
 - d. If the Client fails to comply fully with **ALL** of the provisions of this contract.
2. Failure to notify hall coordinator at least two weeks in advance of cancellation of function will result in forfeit of deposit.

Client will be furnishing alcoholic beverages during function:

YES

NO

(Serving alcoholic beverages to persons under 21 years of age is against the law).

If the answer to the above question is **YES**, you are required to apply and receive a Banquet License to serve alcohol from the Virginia Department of Alcoholic Beverage Control. This can be done online at www.abc.virginia.gov or mailing the application to the ABC's Region 4 in Alexandria, Virginia. You need to allow enough time to have this license received prior to your rental.

Due to our insurance requirements, in the event you will be serving alcoholic beverages, or your guests provide their own alcoholic beverages (BYOB), we are required to have a uniformed City of Manassas Police Officer on site for the duration of your event. The cost of this service is \$40/hour, or part thereof, for a three-hour minimum, to be paid to the Auxiliary at the signing of this contract. If your event exceeds the agreed to time frame in this contract, any additional fees for security will be deducted from your security deposit.

Initials: _____ **Prohibited Items:** It is forbidden for anyone to possess a firearm or other weapons while on Rescue Squad premises. The only exception to this order is that which is carried by a licensed city, state or federal law enforcement officer.

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Initials: _____ **I understand** that the Greater Manassas Volunteer Rescue Squad, its officers, the Auxiliary to the Greater Manassas Volunteer Rescue Squad, its officers, nor the City of Manassas will be responsible for any damage, destruction, or theft of any property in or on Rescue Squad property during rental. The above will also not be responsible for any injury or death to any persons renting the hall or guests of the persons renting the hall, in or on Rescue Squad property.

I have read the above conditions and understand and agree to them.

Signature:	Date Signed:
Address:	Telephone:

Hall Rental Coordinator:	Telephone:
Deposit at Contract Signing:	Balance Due: Date Due:
Security Fees (if applicable):	