

Hall Rental Application/Agreement  
Schooley's Mountain Fire Protection Association (SMFPA)

Today's Date: \_\_\_\_\_

Person(s) or Name of Organization: \_\_\_\_\_ (Lessee)

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address (No PO Box): \_\_\_\_\_

Type of Event: \_\_\_\_\_ Attendees \_\_\_\_\_ (Limit 110)

Event Date: \_\_\_\_\_ Rental time In: \_\_\_\_\_ Rental Time Out: \_\_\_\_\_

Setup date: \_\_\_\_\_ Setup Time In: \_\_\_\_\_ Setup Time Out: \_\_\_\_\_

The Lessee (s) shall pay to the SMFPA the sum of \$\_\_\_\_\_.00 being hereafter referred to as the "Deposit Amount". The Deposit Amount is due once reservation is confirmed. In the event that the reservation is cancelled (by the Lessee) without thirty (30) days written notice, the Deposit Amount shall be retained by SMFPA.

In addition to the Deposit Amount, a valid Certification of Insurance indicating in force liability insurance in the amount of no less than One Million (\$1, 000, 000) dollars shall be provided to the SMFPA at least ten (10) days prior to the event. Certificate of Insurance received date: \_\_\_\_\_ (Copy Attached).

Full rental payment will be due at least ten (10) days in advance of the event.

The total sum for the aforementioned event will be \$\_\_\_\_\_.00 to be paid in full by \_\_\_\_\_ (Date).

**Note: No part of this agreement will be affected by or changed by any oral agreement. Changes must be accepted in writing by the SMFPA.**

Upon completion of the event and the remaining clauses of this agreement have been, in reasonable opinion of the SMFPA, properly executed, the deposit will be returned within fifteen (15) days. See event restrictions and conditions for more information.

**Deposit Refund Conditions**

- No property damage and room left is in same condition as before event.
- Garbage in containers and all decorations removed.
- Table tops/floors cleaned.

**Event Restrictions**

- No illegal activities, drugs or firearms.
- No equipment or fixtures are to be removed from the facility.
- Smoking is prohibited in the building.
- No use of propane, LP gas or any other open flame devices (candles and Sterno permitted).
- Decorations are restricted to the walls and tables and the use thumb tacks, nails or glue is prohibited.
- No third party representation for insurance or booking. Must be family member or organization representative.
- No alcohol may be sold or provided to individuals under the New Jersey legal drinking age of 21.
- Building occupancy limit not to exceed 110 and all events must end by 1:00 AM.

The Lessee shall be responsible for all in attendance and shall ensure all act in an orderly, responsible manner. The SMFPA reserves the right to terminate the event or expel any person or persons deemed unruly, unsafe, or acting in a dangerous or illegal manner, or in violation of the terms of this contract.

In consideration of the leasing of the SMFPA hall to the undersigned, the undersigned hereby releases the SMFPA, it's officers, members and employees from any and all suits, actions, compensation, consequential and punitive damages, any and all property damage, personal injuries, illness, death resulting from any occurrence or accident that may occur as result of or arise out of leasing or use of the described premise by the Lessee.

The Undersigned hereby agrees to indemnify, defend and hold harmless the SMFPA against any claims brought by any person or entity.

Print Name of Lessee: \_\_\_\_\_ Organization: \_\_\_\_\_

Signature of Lessee: \_\_\_\_\_ Date: \_\_\_\_\_