

**LISBURN COMMUNITY FIRE COMPANY
RENTAL AGREEMENT “RULES AND REGULATIONS”
PLEASE PRINT AND RETAIN THE FOLLOWING PAGES FOR YOUR RECORDS**

General Terms:

- LCFC deems at least one contact individual listed on the first page of this rental agreement as the legally responsible adult referenced throughout this rental agreement. One of the contact individuals must be over the age of 18 and over the age of 21 if alcohol is being served at the event.
- If any provision of this rental agreement is found to be invalid or unenforceable, all other provisions shall continue in full force and effect.
- Unless prior arrangements have been made the venues are available 9:00 AM to 11:00 PM. **All guests must be off the premises by 10:30 PM.** The venue must be cleaned and vacated by 11:00 PM.
- Fundraising activities are prohibited on the grounds, unless arrangements are made in advance. You could be required to attend a membership meeting to provide an explanation of your event.
- No fundraising literature can contain a reference to Lisburn Community Fire Company support of the event.
- Any organization wishing to conduct bingo or small games of chance **MUST** notify the LCFC well in advance, and hold proper license to do so. This will require a separate contract and terms of agreement due to the complexity of PA laws governing these games.
- Any organization wishing to hold an event must submit proof of insurance with this rental agreement.

Fees:

- A refundable security deposit is required to “confirm” your date, and must accompany the first page of this rental agreement. This security deposit is in addition to the rental fee paid prior to the scheduled event. All payment must be made payable to Lisburn Community Fire Company with a check or money order **ONLY**.
 - If all terms of this rental agreement are met, a Lisburn Community Fire Company (LCFC) check in the amount of the deposit will be returned to you within approximately two weeks of your event. (See Security Deposit Section of this rental agreement)
- Payment in full is required 30 days prior to the start of your event. All payment must be made in the form of a check or money order ONLY and payable to Lisburn Community Fire Company.
- Parties wishing to set up the day prior will be assessed an additional \$50.00, subject to hall availability. This cost is used to offset the non-availability status of the hall for the 24 hours prior to your event.
- A security deposit **cancellation** refund request must be provided 90-days in advance of the event or after the rental fee been paid to not forfeit the security deposit. A cancellation notice must be provided 30 days prior to the event to not forfeit the rental fee. All cancellation notices must be provided in writing via electronic mail at LCFCrentals@gmail.com.
- **A \$10 processing fee might be assessed against your security deposit for cancellation.**
- Additional fees may be assessed at the discretion of LCFC.
- These additional fees are addressed in the different sections of this rental agreement.

Buildings:

Fire Hall

- **Tables (30" Wide – 8' Long) 12**
- **Chairs 100**
- **Approximate hall size is 40' x 28' feet**

Social Hall

- **Tables 36" X 8' 30**
- **Chairs 200**
- **Approximate hall size is 84' X 37' – 10' Ceiling Height**

- The occupancy limits are set by FIRE CODE, and **MUST NOT BE EXCEEDED AT ANY TIME.**
- LCFC representative will open the building by the date and arrival time in this rental agreement. As an alternative, the LCFC representative reserves the right to provide a venue key/access card to the legally responsible adult via a lockbox. This individual is responsible to ensure the key/access card is returned to the lockbox at the end of event. If the assigned key/access card is/are not returned at the end of your event LCFC reserves the right to assess all locksmith fees incurred to the legally responsible adult/s.
- All tables used for your event must be covered. The LCFC does not provide table coverings.
- All parties must be chaperoned by a legally responsible adult list as either the primary or secondary contact.
- All alcoholic beverages MUST stay WITHIN the actual venue. **All alcoholic beverages must be served in either cans or plastic cups.**
- There are additional surcharge fees associated with this privilege. (Please refer to the first page of this agreement) Any parties attempting to “sneak” alcohol into the premises to avoid the fees will forfeit their original deposit, and may be subject to additional fees and costs. Consumption and serving of alcoholic beverages fall under PA state law. Renters are responsible for adhering to ALL laws governing alcoholic beverages. Violation of this may be subject to legal action.
- All illegal activity is strictly prohibited. The Lisburn Community Fire Company is not liable for personal injury or illness related to alcoholic beverages or any other illegal substance.
- The fire company is a public safety agency, and is routinely visited by all branches of public safety throughout the day and night, including the police department.
- All venues are NON-SMOKING facility. Smoking is permitted outside the building, 25' away from all doors. Your cooperation in disposal of “butts” in the provided containers outside the facility doors is appreciated. Failure to abide with this regulation could result in loss of some or all of the security deposit.
- The outer doors shall not be propped open, with the exception of loading and unloading. This is necessary to reduce both pests and keep heating and cooling costs down.
- **No tape, glitter, glue or other sticky substances are to be used ON ANY SURFACE. “Clay tack” substances are permitted, if used sparingly and are completely removed when finished.**
- Anything hung from the ceiling must be installed by a representative of the LCFC. This is to insure the safety of your guests, and the quality of our facilities. There is no additional fee for this, but a donation to the LCFC for the member’s time is appreciated, and a time must be pre-arranged to assure that a member is available.
- Rental does include the use of the kitchen/kitchenette (social hall) and appliances. All surfaces should be wiped down, and appliances should be “wiped” clean prior to your departure.
- Brooms, cleaning supplies and trash bags will be supplied and are located in the janitorial closet adjacent to the kitchen.

Parking:

- The fire house is active station responsible for responding to emergency calls 24-7. At no time may anything be placed, parking occur, or loitering occur around the apparatus bay doors. These are the four (4) large garage doors beside the entrance to fire hall event space. All entrances and exits from the lot must be clear at all times, and the main entrance must be clear enough for fire apparatus to navigate. Anything found blocking this area will be forcibly removed, and the owner will be responsible for all costs and damages.
- Fire Hall Parking - is permitted in the designated marked spaces on the edges of the parking lot.
- Social Hall Parking – is permitted in the designate marked spaces in the paved lot in front of the social hall. These spaces are accessed by the driveway located at the south end of the fire hall parking lot.
- Pavilion Parking - must be access via the alleyway to the right of the fire station property, then turn left at the rear of the cul-de-sac. Parking is permitted in the grassy areas around the pavilion. For the safety of your guests and our neighbors, parking in the alley is prohibited.
- Additional parking may be available, but should be discussed prior to your event with an LCFC representative.

LCFC Rights:

- We reserve the right to oversee all functions at any time before, during, and after the event.
- Any individual(s) deemed unruly may be asked to leave the premises. The LCFC representatives reserve the right to terminate your event early if the entire party is unruly or out of control. The termination of the event due to unruly behavior will also cause a forfeiture of the deposit.
- In case of weather cancelling your event, the LCFC will offer a “rain date” for your event. **A rain date will only be scheduled once and must be held prior to the end of year.** There will be no additional charges, but the date is at the discretion of the LCFC Representative. Rain dates can be established 2 weeks prior to your event and are decided based upon availability. Should your event be subject to weather a second time, the payment is forfeited, and the security deposit will be returned to you. Arrangements can be made for extenuating circumstances.

Security Deposit:

- To ensure return of security deposit please complete the following:
 - Vacate property by the agreed upon time.
 - No damage to facilities, grounds or equipment as determined by LCFC representatives.
 - Facilities "broom clean" This includes dry mopping and wet spills cleaned and dried.
 - All trash removed from venue including cigarette filters and decorations in the outside area.
 - Bathrooms must be left “tidy”.
 - Kitchen area must be cleaned including the wiping down of appliances and the sink cleaned. In fire hall only stove/oven turned off.
 - Outside grounds must be cleared of all signs, balloons, trash, and litter.
 - Trash must be placed in dumpster (located in the social hall parking lot near the pavilion)
 - Tables and chairs/benches inside the venues must be in the condition supplied. There should be no dirt, glitter, clutter, or food.
 - Chairs/benches are placed on top of the tables. Pavilion benches are to be placed upside down on the tables.
 - All extra tables/chairs/benches are to be returned to their appropriate locations.
 - The use of glitter or confetti in all venues or its grounds will result in the loss of the security deposit.
 - If an email address was provided on page 1, the LCFC representative will provide an email regarding your security deposit refund status at the conclusion of the venue inspection.

- **THE LEAGALLY RESPONSIBLE ADULT IS LIABLE FOR ALL DAMAGES TO THE PROPERTY AS DETERMINED BY LCFC.**
 - Any damages which exceed the initial deposit will be assessed to the contacts named on page one of this rental agreement. This includes, but is not limited to, charges for damage to the buildings, walls (tape) or property contained within, cleaning that exceeds “normal wear and tear” (anything that requires more than a wet mop to remove or mitigate), excessive trash left on the property after the event, damage to the grounds, parking in unauthorized areas, the use of glitter, etc.

LCFC Contact Information:

- The rental Coordinators can be reached by Phone (717-379-4932) or by e-mail (LCFCrentals@gmail.com) with any questions or concerns. Prior to your event please allow up to 48 hours for a response.
- Any calls during your event will be returned within a reasonable amount of time.

Date: _____ Anticipated Number of Guests: _____

Arrival: _____ **** Event Start: _____ Event End: _____ Anticipated Departure: _____
 **** LCFC representative will have the venue open and available for your use at this time. You will be responsible for any damage to the venue from this time until your stated departure time.

Requested set up Date: _____ **** Start time: _____ End Time: _____

Deposit Fee: Please submit this payment with the signed completed rental agreement.

Date Mailed: _____ Check Date: _____ Number: _____ Amount: \$ _____

Rental Fee: Please pay this fee 30 days prior to your scheduled event.

Date Mailed: _____ Check Date: _____ Number: _____ Amount: \$ _____

THANK YOU FOR CHOOSING TO SUPPORT THE LISBURN COMMUNITY FIRE COMPANY BY RENTING ONE OF OUR VENUES.