

White Oak Volunteer Rescue Squad

RENTAL APPLICATION AND AGREEMENT FOR USE OF MEETING HALL

~A Smoke Free Zone~

This AGREEMENT, made and entered into this _____ day of _____, 20____, by and between the White Oak Volunteer Rescue Squad, Inc., hereinafter called the LESSOR, Party of the first part and _____, hereinafter called the LESSEE, Party of the second part witnesseth. The LESSEE requests to rent the hall on the _____ day of _____, 20____, for the following type of event (see the event and rental fee schedule below). The LESSEE, hereby, agrees to pay the LESSOR the sum of \$_____ for the use of the hall. A security deposit in the amount of \$_____ will be required from the LESSEE at contract signing with the LESSOR.

Type of Event	Rental Fee¹	Security Deposit
Bridal and Baby Showers <i>(No Alcohol)</i>	\$100	\$100
Children's Party—Ages 12 & Under <i>(No Alcohol)</i>	\$100	\$100
Young Teen's Party—Ages 13-20 <i>(No Alcohol)</i>	\$150	\$150
Adult's Party—Ages 21 & Older <i>(No Alcohol)</i>	\$350	\$350
Bridal Shower and Adult's Party—Ages 21 & Older <i>(With Alcohol)</i>	\$500	\$500
Wedding	\$500	\$500
Wedding Set-up <i>(Prior day use of meeting hall)</i>	\$50	Not Required
Special Use <i>(Special Use-Not to exceed 4-hours; No Alcohol)</i>	\$25	Not Required

¹*Kitchen use restricted to refrigeration of perishable foods and warming of precooked foods. Food preparation in the kitchen is not permitted.*

The LESSEE must be 18 years of age to rent the meeting hall. Requests for use of the meeting hall must be made no less than two weeks in advance of the event and not more than six months in advance.

The LESSEE, when alcoholic beverages are to be served, must be 21 years of age and shall obtain a liquor license from the Virginia Alcohol and Beverage Control (ABC) Board, which must be presented to the LESSOR's representative prior to taking receipt of a meeting hall key fob. Also, the LESSEE's guests must be 21 years of age when alcohol is to be served.

The LESSOR has the right to hold a security deposit in the event that the LESSEE cancels within 10 days of the event.

The LESSEE shall pay all applicable rental fees and security deposits in cash or by Money Order, personal check, or Cashier's Check. Personal checks must be received two-weeks prior to the event. There will be a \$50 returned check fee.

The LESSEE is responsible for ensuring that the building and grounds are free of trash and physical damage resulting from rental activities. The meeting hall must be cleaned prior to departure on the day of rental. Smoking is prohibited within the building.

Security deposits shall be refunded following an inspection of the building and grounds, and return of the building key fob. A pre-event inspection will be conducted when the key fob is transferred to the LESSEE and a post-event inspection will be done at 8:00 a.m. the following morning of the event.

Pre-event setup is authorized between 10:00 a.m. and 10:00 p.m. Absolutely no pins, tacks, nails, and/or tape may be used on walls, woodwork, or ceilings.

Keg parties or sale of alcohol of any kind is strictly prohibited.

The consumption of alcohol outside of the meeting hall or on the grounds of WOVRS is prohibited.

Charging of admission for rental functions requires prior approval of the Board of Directors, White Oak Volunteer Rescue Squad.

All functions shall conclude by 12:00 a.m. weekdays and 1:00 a.m. weekends. Doors to the building must be secured when not occupied by the LESSEE or representatives, thereof.

Meeting hall capacity shall not exceed 125 people at any time.

Noise curfew is at 10:00 p.m. Therefore, music volumes must be lowered to a reasonable level to not unduly disturb Stafford County duty crews sleeping in adjacent rooms or the surrounding neighborhoods.

The LESSOR reserves the right to enter the meeting hall during the scheduled event to ensure that all rules and regulations for the use of the hall are being complied with. The security deposit will be kept by WOVRS for eviction due to non-compliance with the prescribed rules and regulations.

INSURANCE DECLARATION: The Lessee is responsible for any and all personal liabilities resulting from the actions of self or invited guests while using the WOVRS meeting hall and associated grounds. Therefore, it is recommended that the Lessee have a General Liability policy, Personal Umbrella policy, or similar policy in the event that the Lessee must file a claim for an incident. _____
Lessee's Initials

I have read, understand, and accept the terms of use of meeting hall of the White Oak Volunteer Rescue Squad, Inc. located at 535 White Oak Road, Falmouth, VA. All statements made herein are truthful and accurate.

Lessee's Name: _____ Date of Rental: _____

Mailing Address: _____ City/County: _____

Home Telephone #: _____ Cell Telephone #: _____

Number of Attendees: _____ Time of Rental: From _____ to _____ Alcohol to be Served: YES NO

Lessee's Signature: _____ Date: _____

Lessor's Signature: _____ Date: _____

FOR OFFICIAL WHITE OAK RESCUE USE

Security Deposit

Method of Payment: Cash Money Order Personal Check Cashier's Check

Payment Received By: _____ Date Received: _____ Lessor's Initials: _____

Rental Fee

Method of Payment: Cash Money Order Personal Check Cashier's Check

Payment Received By: _____ Date Received: _____ Lessor's Initials: _____

Inspection of Building and Grounds

Pass Fail Inspected By: _____ Date: _____