



West Annapolis Volunteer Fire & Improvement Co. Inc.  
121 Jennifer Rd  
Annapolis, MD 21401

# Hall Rental Contract

## Hall Rental Fee \$250.00

**Deposit (Non-Refundable)** \$50.00 due at signing of the contract and the balance of \$200.00 is due the day of the event.

**Clean Up Fee: \$50.00** additional if space is not left in the same condition as it was found

## Damage Fees:

Chairs: \$50.00/chair

Tables: \$100.00/table

Marks on walls/tape on walls and ceiling: \$50.00

## Rental Rules:

- The maximum number of occupants in the hall at any one time is 72 by order of the Fire Marshall
- No Smoking inside the building. Smoking outside is allowed in designated areas
- No sales of alcoholic beverages on the premise
  - Alcohol may be consumed ONLY if a current liquor license is obtained and posted in the hall by the renters of this contract. One additional copy is needed for WAVFD records.
- Setup may start at 9:00 AM
- All events must end no later than 9:00 PM - Sunday events end no later than 5:00 PM
- Clean up must be completed no later than 10:00 PM - Sunday cleanup ends no later than 6:00 PM
- All decorations and tape must be removed from walls, ceiling tiles, and tables
- All trash should be removed and placed in the dumpster outside
- All of the renters' items must be removed from the refrigerator
- The kitchen's gas stove and oven may NOT be used.

West Annapolis Fire and Improvement Company requires the person who is renting the hall and responsible for the above to sign this agreement. Doing so denotes your understanding and acceptance of the fees and rules listed above. The signatory is responsible/liable for all occurrences that occur as a result of, or in association with the event of this contract. This includes, but is not limited to, crowd control, damages, cleanup, personal belongings, personal injury, etc. West Annapolis Fire and Improvement Company will provide a point of contact throughout the event.

**Please Fill Out Completely and Return to : hallrental@wavfd.org**

**Will you be cleaning up after the event?                      Yes\_\_ No\_\_**

If not, please acknowledge that there is a \$50.00 clean-up fee.

**Deposit Received**

Cash \_\_\_\_\_ Check# \_\_\_\_\_ Amount \_\_\_\_\_

Balance Received

Cash \_\_\_\_\_ Check# \_\_\_\_\_

**Responsible party (signatory) to remain at the event throughout the duration of the event:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Affair \_\_\_\_\_ Time of Affair \_\_\_\_\_ to \_\_\_\_\_

**Required phone numbers ( we need two )**

(Home / Work ) \_\_\_\_\_

Cell \_\_\_\_\_

E-Mail \_\_\_\_\_

Number of Adults (18 or over): \_\_\_\_\_

Number of Children (17 or under): \_\_\_\_\_

Do you plan to have alcoholic beverages? **Yes\_\_ No\_\_**

If yes, you **MUST** obtain a current liquor license from the state.

One week prior to event: Has a current liquor license been obtained by the date of the event? **Yes\_\_ No\_\_**

A one day liquor license must be applied for more than 30 days prior to the event and West Annapolis Fire and Improvement Company must have a copy of the liquor License one week prior to the event.

**Renter:**

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Sign \_\_\_\_\_

**West Annapolis Representative:**

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Sign \_\_\_\_\_