

Mount Tabor Volunteer Fire Department

Serving Since 1910

909A Tabor Road, Morris Plains, New Jersey 07950

Fire House 973-538-3047

Last modified 8/8/23

HALL RENTAL AGREEMENT

The Mount Tabor Volunteer Fire Department (“MTVFD”) District #1 agrees to rent the meeting room

To: Print Name: _____

On the date of: _____

Between the hours of: _____ and _____

The reason for the rental is: Meeting, Party, Special Event (mark one)

The rental of these premises is subject to the following conditions:

1. The use is for upstairs only, The kitchen may be utilized for sink, counter use and refrigeration purposes only. **No use of the fire department equipment or supplies is allowed at any time.**
2. The use of the kitchen refrigerator is allowed but must be emptied of Renter’s materials once the rental time is over. **Do not leave any food or drink behind.**
3. All Renters are responsible for bringing their own cups, plates, saucers, silverware, coffee pot, etc. The fire department is not responsible for any kitchen supplies.
4. The kitchen oven and stove may not be used at any time unless given permission by the MTVFD.
5. **ALL RENTERS ARE RESPONSIBLE FOR SET-UP AND CLEAN UP.** This includes but is not limited to sweeping the floors, stairwells, bathrooms, mopping all the areas, setting up the hall to its original state and removal of all decorations, supplies, food, refreshments and trash. If the Renter is requesting set-up assistance from the MTVFD, there is an additional fee. All refuse must be disposed of in the dumpster or per instructions of the MTVFD staff.
6. All fees must be paid at the time of the contract signing. This includes the full amount of the bill plus a 50% security deposit. You will receive the security deposit back after a written satisfactory inspection of the property.
7. The hall **shall not** be deemed reserved until all fees are paid and the signed contract is received.

8. The Renter shall be responsible for any additional charges for damages or stolen property. Charges shall be deducted from the security deposit. Renter shall be responsible if any charges incurred above and beyond the 50% deposit.
9. **A department member will be present 15 minutes prior to the Renter's arrival and remain throughout the duration of your event until clean up is completed at the end of the night. The member will be available to answer questions regarding the facilities.**
10. The Renter will have the room for a total of 6 hours only. This includes 1 hour of set-up, 4 hours for the event and 1 hour for the cleanup after the event. Permitted decorating is at the discretion of the MTVFD Rental Committee. **The Renter is not permitted to use nails, screws or other materials which may deface the walls, ceiling or woodwork.**

THERE WILL BE NO TAPING TO THE WALLS OR ANY PAINTED SURFACE PERMITTED AT ALL. NO MASKING TAPE, COMMAND STRIPS, OR TAPE/STICK/HANGING DEVICES ARE PERMITTED AT ALL. THIS INCLUDES WOOD DOORS, PAINTED FRAMES, WALLS ETC.

NO CONFETTI SHALL BE USED AT ANY TIME. A \$200 FEE WILL BE ASSESSED IF CONFETTI IS USED BY THE RENTER.

11. If the MTVFD has to clean, tidy or rearrange the hall because of insufficient cleaning by the Renter, the Renter shall be charged for the cost of the cleaning and will be charged against the Renter's security deposit. If the cost of cleaning exceeds the amount of Renter's security, Renter will be charged \$50.00 per hour, per person, for any cleaning conducted by the MTVFD. The amount charged must be paid by cash within 10 days of being presented a bill for the cleaning conducted by the MTVFD.
12. The Renter agrees that all doors to the social hall and exterior of the building must be kept completely closed when the climate control system (heating or air conditioning) is operating, except for the entrance and exit of people. If the doors are not kept closed to the satisfaction of the MTVFD representative, Renter will forfeit the entire security deposit in compensation for the increased heating or cooling expenses.
13. Renter and Guests are **NOT PERMITTED** to enter the MTVFD truck room or the other secured or unsecured areas of the building except the social hall and rest rooms. Entrance into any other room of the building will be considered trespassing by the MTVFD.
14. All vehicles must be parked in the rear of the lot and on the street not in the designated fire department spaces.
15. If the Renter should bring in an outside catering service, the caterer or Renter will be permitted to use only the kitchen sinks and one refrigerator. All arrangements for catering must be approved by the MTVFD Tarn Drive committee prior to the event. Renter is responsible for all activities and actions of a caterer while the caterer is on MTVFD property, including any damage to the kitchen facilities or removal of any kitchen items or utensils owned by the MTVFD.

16. Any activities including gambling, illegal drugs or activities of an explicit nature are not permitted at any time.
17. Renter agrees that should alcohol beverages be served at this function, Renter assumes all liability for any and all occurrences, accidents, damages or claims arising out of serving of alcohol. Renter agrees that no one under the age of 21 shall consume alcoholic beverages.
18. When alcohol is to be served a \$1,000,000.00 liability insurance policy is preferred. If Renter's insurance policy will cover the event, proof of coverage must be provided two weeks prior to the event.
19. The Parsippany-Troy Hills Fire District #1 and Mount Tabor Volunteer Fire Department Inc. will not be responsible for any lost or damaged personal property. This includes the parking lot and grounds as well. Any personal injuries sustained during this rental will not be the responsibility of the Mt. Tabor Volunteer Fire Department nor Parsippany-Troy Hills Fire District #1. Any injuries must be reported to the MTVFD member on location and he/she may make the determination to call for additional EMS resources at that time.
20. **THERE WILL BE NO TAPING TO, MOVING OR PHYSICALLY TOUCHING ANY TVS.**
21. **ANY INJURIES OR DAMAGES MUST BE REPORTED TO THE FIRE DEPARTMENT PERSONNEL IMMEDIATELY. FAILURE TO REPORT DAMAGES OR INJURIES WILL RESULT IN LOSS OF THE DEPOSIT.**

MAXIMUM HALL CAPACITY:

113 Persons with tables and chairs

242 Persons with chairs only

339 Standing only

FEE SCHEDULE

HALL RENTAL FEE*:

Parties: \$700.00 for 6 hours (minimum fee) and \$100 each additional hour or part thereof.

Meetings/Non-Party Usage: \$125.00 for 2 hours (minimum fee) and \$75 each additional hour or part thereof.

Special Event (Deemed by the committee chair): \$275.00 per hour

Legal Holidays: \$200.00 per hour

Weddings \$350.00 per hour

Night before set-up fee: \$50.00 per hour, minimum time of 1 hour. Payment via cash only.

Renter must be at least 21 years of age.

*If the Renter signs up for the incorrect event title, the fee is subject to change at the discretion of the Room Rental Committee.

NO - SMOKING: Our entire facility and property is designed as NO - SMOKING. The use of tobacco, chewing tobacco, pipes, cigars, electronic cigarettes or similar products is forbidden.

All checks should be made payable to the M.T.V.F.D

All major credit cards are accepted for rental fees. Deposits via check, money order or cash.

LABOR FEE: \$50.00 per member per hour if requested for set-up, clean up or additional assistance.

CLEAN UP CHARGE: \$50.00 per hour per man for each hour department personnel are needed to clean up after an event.

Digital Sign Usage: We can advertise your event or broadcast a message on our digital sign for a charge of \$50.00

AVAILABILITY: The social hall is not available for rental on Thursday night, or Friday mornings. Other unavailable times are at the discretion of the Room Rental Committee.

I hereby agree to the terms set forth herein:

Renter Name Print: _____

Date: _____

Renter Sign: _____

Date: _____

Approved By: _____

Date: _____

Waiver of Alcohol Liability

I, Print Name: _____, do hereby relieve Mt. Tabor Fire Department, Board of Fire Commissioners, Parsippany - Troy Hills District #1 their members and officers from any and all responsibility and liability of liquor brought, served and/or consumed on Mt. Tabor Fire Department property.

I, the undersigned, agree to assume any and all responsibility for all persons participating in any function agreed upon contract.

I also agree that any person under 21 years of age will not consume any type of alcoholic beverage. Any violation of this rule will immediately terminate the rental and the building social hall will be vacated **WITHOUT** refund of rental fee.

Renter Name Print: _____ Date: _____

Renter Sign Name: _____ Date: _____

Approved By: _____ Date: _____

RENTAL AGREEMENT

Rental Fee: Party -\$700.00 Meeting \$125.00/hr Special Event \$275.00 \$ _____

Labor Fee (\$50.00 per member): Per Hour Clean up if not done by Renter \$ _____

Total Rental (This does not include the additional 50% deposit.) \$ _____

Check # _____ If paid via credit card enter date paid: _____

Deposit Fee: (50% of Rental Fee) \$ _____

Check # _____

Renter's Name Print: _____

Address: _____

E-Mail: _____

Phone Number: _____ Cell Number: _____

- Rental fee is not refundable. All checks are to be made payable to M.T.V.F.D. only.
- Both the rental fee and deposit should be in no later than 2 weeks prior to your rental.
- Once payment is received the date will be formally reserved, **dates are not guaranteed until fees are received.**

Fire Department Use Only

Committee representative signature: _____

Print Name: _____

Member on Duty Signature: _____

Print Name: _____

Date Signed: _____

Hall Inspected See Attached Forms: YES NO

Deposit Returned: \$ _____

Comments:

Mount Tabor Volunteer Fire Department

Serving Since 1910

909A Tabor Road, Morris Plains, New Jersey 07950

Fire House 973-538-3047

NOTICE NOTICE NOTICE

THE MOUNT TABOR VOLUNTEER FIRE DEPARTMENT DISTRICT NUMBER 1, OR ITS MEMBERS SHALL NOT BE RESPONSIBLE OR LIABLE FOR ANY INJURY OR INJURIES TO ANY PERSON OR PERSONS THAT ENTER ON TO THE FIRE DEPARTMENTS PROPERTY OR INTO THE BUILDING PRIOR TO ANY FIRE DEPARTMENT SPONSORED FUNCTION BEING SET-UP AND THE FIRE DEPARTMENT BUILDING BEING OFFICIALLY OPENED TO THE PUBLIC.

FURTHERMORE, THE MOUNT TABOR VOLUNTEER FIRE DEPARTMENT DISTRICT NUMBER 1, OR ITS MEMBERS SHALL NOT BE RESPONSIBLE OR LIABLE FOR ANY INJURY OR INJURIES TO ANY PERSON OR PRSONSTHAT ENTER ON TO THE FIRE DEPARTMENTS PROPERTY OR INTO THE BUILDING FOR ANY EVENT(S) OR FUNCTION(S)

ADDITIONALLY, THE MOUNT TABOR VOLUNTEER FIRE DEPARTMENT DISTRICT NUMBER 1, NOR ITS MEMBERS SHALL BE RESPONSIBLE OR LIABLE FOR THE THEFT, LOSS OR DAMAGE OF ANY PERSONAL PROPERTY OR VEHICLE WHILE ON FIRE DEPARTMENT PROPERTY DURING ANY EVENT.

THANK YOU.

MOUNT TABOR VOLUNTEER FIRE DEPARTMENT DISTRICT NUMBER 1

RENTERS SIGNATURE OF AGREEMENT

Print Name: _____

Renter's Signature: _____

Date: _____