

INDIANA FIRE ASSOCIATION SOCIAL HALL RENTAL CONTRACT

IFA WHITE TOWNSHIP STATION

TERMS AND CONDITIONS

- The Indiana Fire Association Social Hall can only be rented for social events. Retail or wholesale events are not permitted.
- Maximum number of people for any event is 150.
- The **renter** is responsible for the catering of all foods, beverages and supplies needed for their function with the exception of tables and chairs. All food must be prepared prior to arriving at the event. Food can only be warmed at the Social Hall.
- If tablecloths are needed for any tables, it will be the **renters'** responsibility to obtain all tablecloths needed and it will be the **renters'** responsibility to have said tablecloths cleaned after the event.
- All food, beverage and personal belongings must be removed by the **renter** from the premise at the end of the event.
- The **renter** is responsible to clean the social hall and bathrooms prior to leaving the premise after an event. If the renter wishes for the Indiana Fire Association to clean the social hall and bathrooms after their event, arrangements must be made at signing. If the IFA cleans after the event the renter will incur a **\$125.00** payable in cash (2) weeks prior to the event.
- All events must be concluded no later than 11:00 PM and clean up must be completed by 12 midnight the same day of the rental. Everyone must be out of the social hall and building no later than midnight.
- Chocolate Fountains, Ice Sculptures and Smoke Machines are not permitted. (No exceptions)
- No firearms or any other type of weapons are permitted on any IFA property at any time.
- The IFA White Township facility is a smoke free facility. Tobacco products may only be used outside the building and all cigarette butts must be placed in the proper receptacles.
- Decorations are permitted, however they cannot be attached to any painted surface or any part of the ceiling. (i.e., walls, pillars and ceiling) Decorations must be limited to the tables only. (No free standing candles are permitted)

REGULATIONS

- Alcoholic beverages **ARE NOT** permitted at any event.
- Prior to any contracted event should an act of God arise or any circumstance beyond the control of the Indiana Fire Association, the Events Committee will make every attempt possible to contact the renter and sponsor and discuss all alternatives. The IFA and the Events Committee will not be held responsible for any hardship or expense incurred by the renter or sponsor should any event need to be cancelled or postponed due to conditions beyond the control of the Indiana Fire Association. In the event a contracted function is cancelled due to an act of God, the IFA will refund to the renter 100% of their Security Deposit.
- The **Host/Renter** agrees to indemnify and hold harmless the Indiana Fire Association (IFA) and any of their agents or insurers against any loss or expense to any action, claim or demand by any person or persons for damages based upon or arising from a disagreement, or the use of the IFA's Social Hall by the Renter/Host or their guests.
- A member of the IFA Special Event Committee will walk through the building and explain to the renter what areas of the building can be occupied during any special event. The Social Hall will be the only area in the Fire Hall that can be occupied during any special event by the renter and their guests.

COST

- \$75.00 per hour up to 4 hours (2 hour minimum will be charged)
\$300.00 flat rate for 5 hours and an additional \$60.00 per hour up to 8 hours
\$600.00 flat rate for all day (8am-12 midnight)
(Any portion of an hour will be charged for the full hour)
- A Security Deposit of \$200.00 is required at the signing of the contract. (The date the signed contract and Security Deposit is received will be the date the IFA considers the event booked.)
- A minimum of 50% of the rental fee is also due at the signing of the contract. **(All monies are payable by Money Order, Cashier's Check or cash. All Money Order's and Cashier's Checks must be made payable to the Indiana Fire Association)**
- If the IFA is requested and agrees to clean the Social Hall after any booking, the above mentioned fee schedule must be paid (2) weeks prior to the event date.
- Full payment is due (2) week's prior to the event date.
- In the case of a cancellation by the renter, the Security Deposit is 100% refundable (90) days prior to the event date. Cancellations less than (90) days prior to the event, only 50% of the Security Deposit will be refundable.

I have read and understand the above terms and conditions, regulations and costs of the above contract and agree to each of the terms and conditions, regulations and costs.

Host/Renter Signature

Date

IFA Special Events Chairman Signature

Date

**INDIANA FIRE ASSOCIATION
RENTAL OF SOCIAL HALL
IFA WHITE TOWNSHIP STATION
RENTAL AGREEMENT**

Date: _____ **Event Date:** _____

Contact's Name: _____ **Phone #:** _____

Address: _____

Type of Function: _____

Event Time: _____ (AM) _____ (PM)

Total Hours: _____

Billable Hours: _____

Guest Count: _____ **Maximum 150**

Event Cost: _____

Security Deposit: _____

50% Deposit: _____

Total due at signing: _____

Cleaning Fee: _____ **Renter:** _____ **IFA:** _____

Balance due prior to event: _____

Renter/Sponsor will be responsible for supervising all guests and their actions.

I have read and agree to abide by the terms and conditions, regulations and costs set forth by the Special Event Committee.

Host/Renter Signature

Date

IFA Special Event Chairman Signature

Date