

Pequea Valley Fire Department  
Rental Agreement for  
Kinzer Station 405 Dining Hall

Name of Lessee: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_ Contact # \_\_\_\_\_

This is a ☐ Public Event or ☐ Private Event

Date Requested : \_\_\_\_\_

Requested Time: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Type of Function: \_\_\_\_\_

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Rentals include the dining hall, tables and chairs (enough for 150 people), lobby, restrooms and two refrigerators. The kitchen area is not included and may be rented for an additional cost upon approval. A projector screen is available for use; call if you need a projector.

Rental Cost:

Rental Fee \$300

Cleaning Fee of \$75

Refundable Security Deposit of \$150

Payments accepted are checks, credit card and paypal via our website at pvfd40.com.

Available Wi-Fi: wireless2; Password: wecare43

Contact Information: Melissa at admin@pvfd40.com or the station #717 768-3869.

**Lessee agrees to Rules and Regulations as noted on page two of this agreement.**

### Rules for use of the Pequea Valley Fire Department Facilities:

1. Facilities must be left in the condition in which they were found.
2. Lessee is responsible for the safety and good order of all equipment and property owned by The Pequea Valley Fire Department and/or being displayed and is liable for said equipment or property if it is lost, stolen, damaged or misplaced by Lessee's agents or attendants.
3. Daily time is 8am to 10pm on the premises unless an exception is granted.
4. No smoking in the building.
5. No Alcohol allowed in building or on property.
6. All chairs and tables must be wiped down and returned to the location they were found.
7. All trash must be placed in the outside trash receptacles.
8. You are only allowed to occupy the areas noted above. At no time should anyone be near the apparatus or equipment.
9. At no point are you allowed to block or cause a delay for apparatus or personnel responding to a call. The bay doors at Kinzer Station 405 need to be clear at all times.
10. For public events, the Lessee must provide a copy of liability insurance with this application. Certificate must be in the name of the person or group renting the space. The certificate must be \$250,000/\$500,000 bodily injury and \$100,000 property damage. This policy must list Pequea Valley Fire Department as the Certificate Holder.
11. Any violations of these rules shall terminate this agreement immediately without the return of the security deposit.

### Lessee Agreement and Acknowledgement:

I \_\_\_\_\_ agree to all rules and regulations as provided by The Pequea Valley Fire Department. I also agree that any damage caused by our use of the facilities will be repaired at our expense to the complete satisfaction of The Pequea Valley Fire Department.

I \_\_\_\_\_ agree to assume all responsibility for damage claims of liability of any kind arising from the use of facilities and to hold The Pequea Valley Fire Department harmless from any claims, liability, expense, or cost connected with this use of the Facility.

All my items shall be removed from the Facility when the event is over.

All chairs and tables shall be returned to their storage area where they were found.

I \_\_\_\_\_ understand that if I do not leave the building in the condition I found it, part or all of my security deposit will not be returned to me.

The Lessee may terminate this Agreement at any time prior to seven (7) days in advance of the agreed rental date in which case Lessee shall be entitled to a refund of all deposits and fees. If the rental agreement is canceled less than seven (7) days prior to the event, a cancellation fee of 25% of the total rental fee will be charged.

Rental Agreement Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Lessee Signature: \_\_\_\_\_ Date: \_\_\_\_\_