

**Brentwood Volunteer Fire Company**  
**3433 Brownsville Rd, Brentwood PA 15227**  
**412-884-1433**  
**Hall Rental**

THE TERMS AND CONDITIONS OF THIS RENTAL ARE AS FOLLOWS:

1. The cost for renting the hall is \$300.00 for a five (5) hour period which is not to extend past 11 PM. Additional time is available at \$25.00 per extra hour. This time includes your set up time. Included with the rental is the use of the kitchen, courtyard, ice, tables, chairs, setup and cleanup.

**THE FULL RENTAL FEE MUST BE PAID IN FULL AT LEAST 3 WEEKS BEFORE THE PARTY DATE.** The payment will be deposited at the end of the month after the party.

2. There is a \$100.00 security deposit due at the time of signing this rental contract. The deposit will be retained as payment in full to the **BRENTWOOD VOLUNTEER FIRE COMPANY** if the function is cancelled within one (1) month of the rental date. If the function proceeds as planned and no damage has occurred, the \$100.00 deposit will be returned to the renter within thirty (30) days of the function. All expenses incurred from damage to the hall become the responsibility of the renter and the \$100.00 deposit will be used as credit towards any such damages. The balance remaining for damages under \$100.00 will be returned to the renter. The renter agrees that exclusively the **BRENTWOOD VOLUNTEER FIRE COMPANY** will make the determination of the reasonable costs for damage.
3. Tape or adhesive hooks will not be used to hang decorations, banners, posters, etc. Decorations may be hung using Adhesive Mounting Putty (supplied by the renter). **NO CONFETTI WILL BE USED DURING HALL RENTAL. THE USE OF CONFETTI WILL VOID REFUND OF DEPOSIT.**
4. The renter is responsible for covering all tables. Do not stand on the chairs and tables. Rearranging or removal of any of the tables and or chairs in the hall will be the renters' sole responsibility and must be replaced back to original setup. The hall coordinator must be notified of this before the final payment is due. Failure to do so on all counts will be in violation of the contract and will constitute the withholding of the renter's deposit.
5. The **BRENTWOOD VOLUNTEER FIRE COMPANY HALL** is a non-smoking building. Smoking is only permitted outside the building.
6. The maximum number of people to be present in the hall during the rental is 64 people. Seating and tables will be provided for 64 people only.
7. The renter hereby agrees to indemnify and hold harmless representative from the **BRENTWOOD VOLUNTEER FIRE COMPANY** for any and all injuries, damages, and/or claims, which may be asserted against the **BRENTWOOD VOLUNTEER FIRE COMPANY** as a result of the rental of this hall.
8. Unless accompanied by a representative from the **BRENTWOOD VOLUNTEER FIRE COMPANY**, **no one** is permitted to enter the Fire Companies truck Garage building.
9. Parking and main entrance are located in the rear of the complex. At no times will parking be permitted in front of or on the side of the building.
10. No children are to play in the front of the station. Do NOT UNLOCK the double French courtyard doors and do not unlock the front door. Please do not prop open doors with the air conditioner running.
11. Utilizing the stove/oven renter must clean the residue from both, before the rental time has concluded. **FAILURE TO DO SO WILL VOID THE REFUNDING OF YOUR DEPOSIT.**

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Rental Date: \_\_\_\_\_ People Attending \_\_\_\_\_

Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Type of Party \_\_\_\_\_

**ACCEPTED AND AGREED:**

by: \_\_\_\_\_ Date: \_\_\_\_\_  
signature of renter

\_\_\_\_\_ Phone # \_\_\_\_\_  
printed name

**MAKE CHECK PAYABLE TO: BRENTWOOD VFC**

**MAIL CHECK TO: BRENTWOOD FIRE COMPANY**  
**3433 BROWNSVILLE RD**  
**Brentwood, PA 15227**  
**ATTN: Hall Rental**

Or place in mailbox next to the flag pole. Be sure to mark envelope 'HALL RENTAL'

Final payment is due by \_\_\_\_\_

**IF YOU HAVE ANY PROBLEMS ON THE DAY OF YOUR RENTAL, PLEASE CALL:**

**Karen Niecgorski 412-512-9381**

**Catie Niecgorski 412-608-2661**

**Nathan Niecgorski 412-657-7487**

**Walter Bugielski 412-551-4127**

**Address where security deposit should be returned to:**

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

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

\_\_\_\_\_

**Addition to original contract:**

Currently due to the COVID-19 virus, we are only permitted to allow a maximum of 64 people inside our hall facility at any given time. If at any time this situation changes, either that the numbers could go up or cancellations have been made because of the governor's decision, we will notify you immediately. We are in this together and we are trying our best to keep everyone safe and healthy. Please initial and turn in with your application so we are aware that you understand our situation.

Thank you, The Brentwood Volunteer Fire Company

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