

# INDIANA FIRE ASSOCIATION SOCIAL HALL RENTAL CONTRACT IFA WHITE TOWNSHIP STATION

## TERMS AND CONDITIONS

- The IFA Social Hall can only be rented for social events. Retail or wholesale events are not permitted.
- The **renter** must have a member of the Indiana Fire Association as a sponsor before a contract can be completed and signed. The IFA Events Chairman can sign as the sponsor.
- The **renter & sponsor** are responsible for the care and supervision of the hall and all guests just prior to, during and after the rental period. If the Events Chairman signs as the IFA sponsor, he/she cannot be held responsible for any damages incurred during any part of the rental.
- 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.
- The **IFA** will provide and set up tables and chairs needed for the event. 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. Layout of tables and chairs must be given to the IFA (1) week prior to 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 cost of (0-50 attendees = **\$75.00**), (51-100 attendees = **\$90.00**) and (101-150 attendees = **\$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 and Ice Sculptures 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.

- It is the **renter's** responsibility to police the area outside the facility prior to leaving for any cigarette butts that might have been disposed of improperly.
- 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 beverage is permitted at an event, however prior approval must be obtained by the Indiana Fire Association Insurance Committee at least (2) weeks prior to the event.
- In order for the renter to obtain approval from the IFA Insurance Committee to serve alcohol at their event, the **renter** must provide the IFA with a legal copy of a Liquor Liability Policy in the amount of at least \$1,000,000.00 (2) weeks prior to their rental date.
- The **renter** is required to pay a \$200.00 Security Deposit at the signing of the contract. The Security Deposit will be returned to the renter after their event and only after a final inspection of the social hall and rest rooms have been completed. This inspection will take place within (24) hours after the close of the function. If the inspection reveals that everything has been cleaned and removed with no damages, the full deposit will be refunded to the renter within (10) days. If there is any problem found at the time of the final inspection, the **renter and sponsor** will be notified of the deviations and the **renter and sponsor** will be responsible for any additional damage charges above and beyond the Security Deposit.
- 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)  
All non-profit organizations will be charged ½ the hourly or flat rate fee  
Any fundraiser for family illness will be charged ½ the hourly or flat rate fee  
(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.**

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IFA Special Events Chairman Signature Date

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Host/Renter Signature Date

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IFA Sponsor 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.

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
IFA Special Event Chairman Signature

\_\_\_\_\_  
Date