

Owings Mills Volunteer Fire Company Hall Rental Guidelines

1. All Events will be scheduled based on the availability of the training room.
2. All Events may be scheduled between _____ and _____ on the date of _____
3. All Events will be held in the "training room."
4. The person hosting the Event will be responsible for set-up and clean-up of the area in which the Event is held. The person will have 60 minutes prior to and after the Event to complete these tasks.
5. The person hosting the Event must advise the guests to park in the lower parking lot.
6. The person/company hosting the Event is ***responsible for any and all damages*** done to the Owings Mills Volunteer Fire Company, Inc., property and will be charged for any items destroyed or damaged. (Chairs cost \$ 100.00 each, tables cost \$ 150.00 each, but you will be charged actually cost). _____ (Signature of host/responsible party)
7. There will be no writing, marking or defacing any of the tables, chairs, walls, and/or bathroom stalls. Decorations are not allowed to be fastened to any wall or hung from the ceiling. There are no kitchen facilities for cooking or cleaning. All food must come prepared to serve.
8. The person(s) or company responsible for the event, will indemnify, defend and hold harmless Owings Mills Volunteer Company, Inc., its officers, directors and employees for any and all claims, losses, expenses (including reasonable attorneys' fees), demands or judgments that may arise, in whole or part, out of the negligence or willful misconduct of _____ (name of host or responsible party) or its employees, contractors, agents or guests.
9. The Owings Mills Volunteer Fire Company, Inc., requires a minimum non-refundable donation of _____ (\$ 75 per hour) in order to book and host the Event. The non-refundable donation is to be paid in full and is due with the return of this contract and prior to the set-up of the Event.
10. Events will be cancelled due to inclement weather if the snow emergency plan is in effect for Baltimore County. Events may also be cancelled if there are facility issues with the Owings Mills Volunteer Company building or parking lots. In the case of cancellation, the Event may be rescheduled pending the availability of the date desired by the host of the Event or a refund may be given under these circumstances only.
11. Companies that rent the hall, will have and maintain during the engagement, General Liability Insurance for bodily injury and property damage for limits not less than \$ 1,000,000 per occurrence/ \$ 2,000,000 aggregate and workers' compensation coverage to the limits required by the State of Maryland and will add Owings Mills Volunteer Fire Company, Inc., as an additional insured on its general liability policy and provide proof of such within 10 days of signing of this agreement. _____ (Signature of host/responsible party)

Host Name/ Signature: _____ Date: _____

Address: _____

Copy of the drivers license attached : _____ (initials of member in receipt of contract and license)

Paid by Cash: _____ Credit Card: _____ Check: _____

Member authorized to sign: _____