



NEW STANTON VOLUNTEER FIRE DEPARTMENT
108 S. Main St., New Stanton, PA 15672-0020

BUILDING USE AGREEMENT

This Agreement between the New Stanton Volunteer Fire Department, New Stanton Borough, Pennsylvania, herein-after referred to as the **LESSOR** and _____, herein-after referred to as the **LESSEE**, is written herein and with any attachments thereto:

That in consideration of the sum of \$ _____, the **LESSOR** agrees to lease to the **LESSEE** its premises consisting of the Stanton Room for the purpose of holding a(n) _____ on _____, 20____, between the hours of _____ am/pm and _____ am/pm.

1. The **LESSEE** agrees to erect the necessary tables and/or chairs and take down the same at the end of function. The **LESSEE** agrees to provide the necessary service to place the premises in the same condition prior to their lease.
2. Decorations shall only be placed on the designated panels/hooks. No decorations shall be hung from the ceiling or the walls. Decorations shall not include the use of: pins, tacks, nails, staples, putty or tape anywhere in the room, including the walls, floors and ceiling. All tables used will be covered with a plastic covering.
3. The **LESSEE** may use the walk-in cooler in the serving area to store cold items.
4. The **LESSEE** shall remove **all** articles and property brought upon the premises before the Agreement expires. NO parking will be permitted in areas so indicated (e.g. adjacent to the truck room doors).
5. The **LESSEE** shall be responsible for any injury or damage that may happen to any person(s) using the premises at the time of the rental.
6. It is expressly understood and agreed that the **LESSOR** is not responsible in any manner for any personal property or equipment that the **LESSEE** or any guest attending said function brings to the premises. All losses and damages from theft or otherwise to the premises or property of the **LESSOR** is entirely assumed by the **LESSEE**.
7. The **LESSEE** is not permitted to tamper with electrical, mechanical, heating and ventilating or other utilities within the premises other than normal lighting. Special requirements shall be identified by the **LESSEE** at the time this Agreement is made.
8. In the event of any damages, the **LESSEE** agrees to pay for any damages to the Hall or property of the **LESSOR** within **30 days** from the date of the rental.



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9. Failure to comply with the decorating restrictions may result in forfeiture of the deposit and possibly additional expenses for repairs/replacements for any damage.
10. Intoxicating beverages may be served where the function so dictates. The **LESSEE** shall not violate any of the Laws of the Commonwealth of Pennsylvania or Ordinances of the Borough of New Stanton. All beverages will be dispensed by agents of the **LESSOR** or **LESSEE** [if Lessee, fee reduced accordingly] and must remain within the premises. All guests may be asked to provide photo I.D. to be served and any visibly intoxicated person will not be served.
11. The bar will be open for a total of 5 hours, ending _____ a.m./p.m.. Last call will announce 30 minutes before the scheduled end time with no service after that time.
12. Additional time for an open bar may be purchased for the price of \$50./hour, up to a maximum of 2 hours. This time must be scheduled and paid for in advance of the rental.
13. The **LESSOR** agrees to return the deposit fee, subject to negotiation on any damages to the Hall or property of the **LESSOR**, within 14 days from the date of the rental. In the event of a cancellation, the **LESSEE** agrees to forfeit the deposit unless the **LESSOR** is able to schedule another event in its place before the date of the original function. The full rental fee must be paid by the **LESSEE** NO LATER THAN two [2] weeks before the function date. Security deposits WILL NOT be used to settle any Agreement debt.
14. Special requirements (if any): _____

WITNESS WHEREOF the parties hereto have read this *Building Use Agreement* and intending to be legally bound thereby, have this _____ day of _____, 20____ affixed their signatures below:

By _____ for the LESSOR	Anticipated no. of persons: _____
and _____ for the LESSEE	Print Name: _____
at Address _____	Phone: Day: _____
_____	Evening: _____

Rental \$ _____ received, _____ Deposit \$ _____ received, _____, by _____