

**Portland Hook & Ladder Company # 1  
Fire Company Members Hall Rental Contract  
Active and Exempt Members**

This lease made the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between Portland Hook & Ladder Co. #1, hereinafter referred to as LESSOR and:

Printed Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

hereinafter referred to as LESSEE.

LESSOR agrees to lease premises known as Portland Hook & Ladder Co. #1 Social Hall in the Borough of Portland, Pennsylvania to LESSEE for a term commencing the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ M and ending the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ M.

The purpose for which LESSEE will use the premises are as follows:

\_\_\_\_\_

Number of  
Guests: \_\_\_\_\_ Name of Catering Service: \_\_\_\_\_

LESSEE will pay a \$200.00 damage deposit at the signing of contract. Reservations cannot be held until the full \$200.00 deposit is provided to Portland Hook & Ladder Co. # 1. Rental fee must be paid before the start of the event.

Cancellations by the LESSEE at least one month prior to the date of use will result in a refund of the \$200.00 damage deposit.

<u>Rental Area</u>	<u>Price Per Day</u>
<input type="checkbox"/> Middle (Old Meeting Room) -----	No Charge
<input type="checkbox"/> Main Hall & Middle-----	No Charge
<input type="checkbox"/> Kitchen -----	No Charge
<input type="checkbox"/> Air Conditioning -----	No Charge
<input type="checkbox"/> Janitorial Services -----	\$200.00

All fees shall be made payable to Portland Hook & Ladder Co. # 1.

Deposit Check # \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_

Rental Check # \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_

LESSEE further agrees to, but not limited to, the following conditions:

- LESSEE will be held responsible for any breakage of LESSOR'S equipment or any damage to the building. LESSEE will pay all damages in excess of \$200.00 at presentation of bill by LESSOR.

**Portland Hook & Ladder Company # 1**  
**Portland, PA**  
**Hall Rental Contract**

2. Decorations may be hung from ceiling grid structures or on the walls with painters tape that will be removed without leaving any mark or damage. The use of other types of tape, tacks, etc. is prohibited.
3. Contract does not include use of the kitchen equipment unless permission is granted by LESSOR. If permission is granted, LESSEE is responsible for cleaning of the kitchen equipment and leaving the kitchen in orderly condition.
4. LESSOR or his agent has the right to inspect the building and premises during the event and to immediately stop all activities in the event of an emergency or failure of LESSEE to comply with all terms and conditions of this contract. Any officer or custodians representing the LESSOR may declare said forfeiture.
5. The doors of the building must remain closed at all times, except when being used for entrance or exit. At no time are the doors to be chained closed. Nothing to be slid on floor including tables and chairs.
6. Any entertainment provided by the LESSEE shall be ended no later than 12:00 A.M. The building must be vacated by 1:00 A.M.
7. The LESSEE agrees that the use of the hall and property shall be strictly in accordance with all Ordinances of the Borough of Portland and other Laws of the Commonwealth of Pennsylvania. The use of or dispensing of alcoholic beverages shall be in accordance to the rules governed by the Pennsylvania Liquor Control Board. No alcohol is permitted outside the building. The observance of all aforementioned rules, regulations, and laws shall be the sole responsibility of the LESSEE and his or her Representative who shall remain on the premises at all times during the rental period.
8. The LESSOR shall not be responsible for any of the LESSEE'S Parties personal properties, including vehicles parked on the LESSOR'S property while in or on, or remaining on the premises prior to, during, or after the expiration of this contract.
9. No Smoking shall be permitted within the building whatsoever. This also includes smoke and/or mist machines that may be used by D.J.'s, etc. LESSEE shall fully and completely enforce this prohibition.
10. LESSEE shall supervise the conduct of all children at all times. No persons are permitted to enter any unauthorized area of the building.
11. LESSEE shall obtain a "Certificate of Liability Insurance" from their food caterer.
12. All LESSEE'S property must be removed from the facility immediately following the conclusion of the event. Failure to do so will result in rental charge for the following day.
13. LESSEE hereby releases LESSOR from liability for any injury to the person or property of LESSEE, employees, or invitees of LESSEE. LESSEE agrees to indemnify and hold harmless LESSOR for any claims against LESSOR arising out of acts by LESSEES, or employees or invitees of LESSEES.
14. The LESSEE hereby agrees to all of the above conditions.

**I HAVE READ, UNDERSTAND AND AGREE TO THE TERMS OF THIS CONTRACT.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
LESSEE

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Portland Hook & Ladder Co. # 1