



Dryden Fire Department

Neptune Hose Company No. 1 of Dryden, Inc.
Dryden Ambulance, Inc.
P.O. Box 397 • 26 North Street
Dryden, New York 13053-0397
(607) 844-8124 • Fax: (607) 844-3249
E-Mail - DFD@dryden.org



Fire Hall Rental Agreement Neptune Hose Company No. 1 of Dryden, Inc. 26 North Street PO Box 397 Dryden, NY 13053

Today's Date _____	Name _____
Date of Event _____	Address _____
Time of Event _____	City _____
Phone _____	State _____ Zip _____

1. A security deposit of \$150 is required prior to the event.
2. We will meet the week of the event to arrange entry to the Hall. At that time the payment of _____ will be due.
3. You must give at least 48 hours notice of cancellation or forfeit the deposit.
4. Setup and take down is the responsibility of the party renting the Hall.
 - a. All decorations used must be attached as not to damage the facility in any matter whatsoever. At the end of the event all decorations, streamers, scotch tape, etc. must be taken down. Any damages will be billed at the actual cost to repair.
 - b. Tables must be cleaned of any food, tape gum, spills, etc. and returned to their proper floor placement.
 - c. Chairs must be clean and stacked on the tables.
5. Floors must be dust mopped and wet mopped.
6. All trash cans must be emptied (bathrooms too) into the trash dumpster behind the building. Replacement liners are in the kitchen and storeroom.
7. Cardboard boxes and recyclables must be broken down and placed in proper containers.
8. If you use the kitchen, you are responsible for cleaning it. Kitchen use includes all Kitchen equipment (stove, pots, pans, refrigerator, etc).

- a. Counters must be clean. Utensils, dishes, pots, pans etc. must be cleaned and put away.
 - b. Coffee pots must be turned off, emptied and cleaned.
 - c. Stove/grill must be cleaned and the grease pan emptied
 - d. The floor must be mopped.
9. If you are serving food to the public (benefit dinners, fund raisers, etc.) it is your responsibility to get the serving permit from the Tompkins County Health Department.
10. If alcohol is to be served, a certificate of liability insurance for a minimum of \$500,000 must be given at least one week prior to the event.
11. All other areas of the building are off limits to the public unless there is an emergency. The party renting the Hall is responsible to ensure that their guests remain in the Hall or Kitchen areas. Please park in the large parking area in the back of the building.
12. There is a \$50 returned check fee
13. There is a \$50 lost key fee.

Neptune Hose Company No. 1 of Dryden, Inc. will be held harmless from any injury received on and off the property during the time that the Hall is in use by the above said renter.

I have read this document and agree to and will comply with its contents.

Client Signature

Management Signature

Reservation is not final until this document is signed and returned with the deposit.