



# HOLLYWOOD VOLUNTEER FIRE DEPARTMENT

24801 Three Notch Road, P.O. BOX 7  
HOLLYWOOD, MARYLAND 20636  
301-373-3910 (Rental Line)  
[hvfdhallrental@gmail.com](mailto:hvfdhallrental@gmail.com)  
[www.hvfd7.com](http://www.hvfd7.com)

## RENTAL CONTRACT

This is a rental contract made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the Hollywood Volunteer Fire Department, Inc., hereinafter called "Lessor", and \_\_\_\_\_ whose mailing address is \_\_\_\_\_ hereinafter called "Lessee". The Lessor rents its social hall or room named **Mervell Dean & Huseman Rooms** for a term of twenty (20) hours, between the hours of 6:00 a.m. and 2:00 a.m. the following day on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ to hold a \_\_\_\_\_.

The foyer, hall, coat closet and restrooms are the only building access allowed unless otherwise specified.

The Lessee hereby agrees to pay the sum of **\$2000.00 + \$500 Refundable Security Deposit** to be paid at least ten (10) days before the function for the use of the above facility. A fee of **\$600.00** shall be required upon acceptance and signing of this contract of which \$100.00 shall be refunded for any cancellations received thirty (30) days before the event. Otherwise, if the Lessee decides not to use the facility for any other reason no refund will be issued. All other deposit money shall be non-refundable. If the facility is not useable due to reasons beyond control of the Lessor (acts of God, bad weather, damage to facility, or laws or regulations preventing its use), the Lessor will not be held liable for any loss or damage other than the full deposit paid.

The Lessee acknowledges and accepts full responsibility for any damages or expenses incurred by the Lessor as a result of Lessee's use of the leased premises and for any damages caused to the leased premises or Lessor's personal property, by Lessee, its guests, agents, employees, or invitees. Nothing herein shall prevent Lessor from recovering damages suffered by it, in excess of the amount of the refundable deposit fee, by appropriate legal action against Lessee. If such legal action is necessary, the Lessee shall pay Lessor's reasonable attorney fees and costs of litigation.

The Lessee agrees to use the premises in a safe and proper manner and further agrees that the Lessor shall not be or become responsible for any injuries or damages caused by or to any guests, agents, employees, or invitees of either Lessee or Lessor, the general public or any property belonging to any of the same, and agrees to indemnify and save harmless Lessor from any claims arising therefore, including attorney fees incurred. Lessee shall be solely and fully responsible to take immediate and necessary actions to remove and/or respond to any dangerous or hazardous situations, spills, debris, or accidents occurring at the HVFD during the rental period or as a result of or in connection with Lessee's use of the premises. It is acknowledged that Lessor shall have no responsibility to respond to any of such dangerous or hazardous situations or accidents.

Lessee will obtain any permits or licenses required for their event and must completely abide by all laws pertaining to gambling and alcohol. The maximum number of occupants in the Mervell Dean Room is 720, the Huseman room is 100, and the Wood room is 50. The Lessee agrees to keep unobstructed and free for immediate passage all exits, hallways, and passageways while the premises is being used. The President, Vice President or their assignee has the right to enter the facility at anytime. The President, Vice President or their assignee of the HVFD have the authority to immediately evacuate the premises and terminate the lease if any provisions of this document are being violated and no refund will be given.

Decorations will be limited to table decorations and free standing decorations. No decorations will be applied to ceilings or walls. All decorations installed or erected by Lessee must be removed by Lessee at the completion of the rental period unless specific written permission is granted to permit such items to remain. Only non-flammable and non-hazardous materials shall be used for decorations, sets, etc. Table covers, napkins, etc., are available for an extra charge. Lessee will not drive or use or permit to be driven or used nails, hooks, tacks, staples, screws or any other objects into any part of the building or equipment (including walls and furniture) contained in the building and will not make or allow to be made any alterations of any kind to the building or equipment contained in the building. Lessee shall not attach or tape any things or decorations to walls or furniture.

The Lessee represents that it has caused the premises to be inspected and to be found entirely suitable for its intended use, and will notify Lessor immediately if it finds any defect or unsatisfactory conditions that exist prior to or during its use thereof.

As a condition of this Rental Contract, the HVFD has the right, in its sole and absolute discretion, to require Lessee to submit to HVFD a Security Plan to be used by Lessee during its rental term for ensuring security both inside and outside the HVFD premises. The plan, if required, shall include qualified and credentialed security personnel and provisions for personnel to remain on the premises until all persons are fully departed from the HVFD property. The HVFD, in its sole and absolute discretion, shall have the right to cancel and void any rental agreement if a security plan is not submitted or if it is not approved by and acceptable to HVFD. If required, the Security Plan shall be submitted by Lessee at least seven (7) days prior to the rental term.

All functions shall have a signed contract and deposit. Any changes in the contract will be submitted in writing a minimum of two weeks prior to the event and signed by both parties involved.

The Lessee using the facilities hereby agrees to abide by each and every item within this agreement. The Lessee by its undersigned representative hereby agrees that they have read the agreement and will see that any and all violations thereof be brought to the attention of the proper parties. Lessee is prohibited from assigning its rights in this Rental Contract without the written consent from Lessor. After contract has been signed and deposit received, a copy of the contract will be sent to the Lessee within two weeks to confirm the contract. Any and all offers of contract will be voidable at the discretion of the HVFD if not signed and returned to the HVFD.

The Hollywood Volunteer Fire Department is a **smoke free** building. Smoking of any kind is a violation of state law and the Lessee is responsible to strictly enforce this law. Smoking is allowed only on the outside of the building.

As the Hollywood Volunteer Fire Department is not responsible for accidents or injuries incurred during the rental period, it is the sole responsibility of the Lessee to obtain insurance if Lessee determines it is necessary.

If Lessee executes this contract as a corporation or partnership, each of the persons executing this lease contract on behalf of Lessee covenants and warrants that Lessee is a duly authorized and existing corporation or partnership. Lessee has and is qualified to do business in the state of Maryland; the corporation or partnership has full right and authority to enter into this contract and each person signing on behalf of the firm is authorized to do so.

The HVFD is an emergency evacuation site for St. Mary's Hospital. In the event of an emergency causing the use of HVFD as an evacuation site for St. Mary's Hospital all contracts shall be immediately void and the building turned over to St. Mary's Hospital. In such an event the HVFD shall return the full rental contract amount to the Lessor. Lessee shall be held harmless for any and all other cost and damage's.

Lessor: \_\_\_\_\_ Title: **Vice President**

Printed Lessee Name: \_\_\_\_\_

Lessee Signature: \_\_\_\_\_

Lessee Telephone: (work) \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Lessee Email Address: \_\_\_\_\_

#### OTHER IMPORTANT NUMBERS AND INFORMATION

Hall Rental Chairman	(301) 373-3910	Hall Rental Questions
Albert Johnson	(301) 373-2295	Bar Services and Setups
Ag Tinsley	(301) 373-4241	Catering Services