



Brewerton Fire Department Florian Room Rental Agreement

General Terms and Conditions



1. **Facilities:** Patron has examined the facilities being offered by the Brewerton Fire Department (BFD) prior to the execution of the contract and the same are suitable for the Scheduled event. The facilities are accessible for persons with disabilities; However, patrons should consider whether any auxiliary aids or services are needed. Any cost associated with providing such auxiliary aids or services is the responsibility of the patron. _____
Initial Above
2. **Compliance:** Patron's event shall comply in all respects to the BFD rules and regulations, Onondaga County and NYS Health Codes and the Town of Cicero Safety Codes as they apply. Patron shall follow the directions of the BFD Representative at all times. If at any time the BFD Representative observes violations of any rules and regulations, health and or safety codes, the event may be immediately shut down. Patron agrees to be responsible for costs incurred due to the cancellation or shutdown. _____
Initial Above
3. **Decorations & Displays:** All exhibits, displays, decorations, signs, third party logos or trademarks are subject to the approval of the BFD Representative. Patron shall not attach any item to any wall, floor, window, door, or ceiling without the prior approval of the BFD Representative. Patron agrees to be responsible and pay for any damage that occurs by attaching or fastening of any item to the premises, whether approved by the BFD Representative. (all decorations and displays are to be removed immediately following the function). _____
Initial Above
4. **Security:** The BFD shall not be responsible for any merchandise, personal articles or any other items damaged, lost, misplaced, or stolen. The patron shall be responsible for obtaining his/hers own security if the event scheduled requires it. _____
Initial Above
5. **Deposits & Payments:** Patron shall pay the required security deposit at the time of booking. Balance due shall be paid at least 3 weeks before the event date unless other arrangements have been made with the BFD representative. _____
Initial Above
6. **Cancellations:** If the patron fails to show or cancels the event 60 days or less before the scheduled date of the event, the patron agrees to forfeit the Security Deposit. _____
Initial Above
7. **Conduct at Event:** Patron agrees to insure proper conduct of all persons. Patron will be solely responsible in the event of misconduct by person(s) that results in damage to the facilities or personal injury. Any damages to the facility will be billed or deducted from the security deposit to the patron. _____
Initial Above
8. **Alcoholic Beverages:** The BFD holds a full liquor license and can provide a full bar if requested. **AT NO TIME, WILL ANY PERSON(S) BE PERMITTED TO BRING ANY ALCOHOLIC BEVERAGES ON PREMISE, OR OFF THE PREMISE, THIS INCLUDES THE PARKING LOT!!! NO EXCEPTIONS!!!** Violation of this policy can result in any individual(s) being asked to leave the premise or the party being terminated at the expense of the patron. _____
Initial Above
9. **Food:** If the patron is bringing food in for their event it must be prepared off site. All accessories such as plates, silverware, tablecloths, coffee, cups, condiments etc. are to be supplied by the patron. **NO FOOD IS TO BE PREPARED OR COOKED in the BFD kitchen**, no BFD equipment, or materials (plates, cups, glasses, silverware, pots, and pans etc.) are to be used. Soda may be brought in for parties for under 35 people. Any parties over 35 people, the BFD will provide soda via the bar. The patron must bring in and take out all items for the event. Patron may use the oven to warm food and refrigerator to cool food with assistance of the BFD representative. _____
Initial Above

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10. Caterers: If the patron chooses, they may hire a Caterer but they must be approved by the Brewerton Fire Department prior to any contract signing. _____

Initial Above

11. Indemnity: Patron shall hold harmless the Brewerton Fire Department, Brewerton Fire District, and the Brewerton Fire Department Ladies Auxiliary from and against all liabilities for bodily injuring or property damage caused by the intentional or negligent act(s) or omission(s) of the patron or their guests, agents, employees, assistants, and volunteers. _____

Initial Above

BAR CONTRACT

Cash Bar:

- WATER \$2.00/bottle
- SODA \$2.00/can
- WINE \$4.00/glass
- CANNED BEER \$4.00
- MIXED DRINKS \$5.00/glass

Consumption Bar:

A running total is kept by the bartender(s) of the number and types of drinks served. The patron will place a deposit down for the consumption bar. If the amount of drinks has reached the amount of the deposit the bartender will notify the patron to see if they would like to continue with the consumption bar by adding more money or if they would like a cash bar. A consumption bar may also be offered hourly. Example: first hour is consumption then the next three hours is cash bar.

Open Bar:

The Brewerton Fire Department does not offer an open bar option.

Special Requests:

The Brewerton Fire Department may be able to accommodate special requests at additional costs depending on those requests. Examples are Champagne, Bottled Water, Special beers or alcohol.

Type of Bar _____

Signature if requesting a bar

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Name: _____ Rental Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Rental Occasion: _____ # People: _____

Set-up Time: _____ Start Time: _____ End Time: _____

TERMS

Prices are based on 1 hr. set-up ~ 4hr. event ~ 1 hr. pick-up

Over 175 People \$600.00

126 - 175 people: \$500.00

51 - 125 people: \$400.00

50 people or less: \$300.00

Security Deposit under 150 people: \$150.00

Security Deposit over 151 people: \$300.00

Time Extension/hour: \$100.00

Table Cloths available at \$7.00 per table cloth

Napkins available at \$ 1.00 per napkin

**** Security Deposit will be returned once the Florian Room has been inspected and it has been determined that no damage has occurred. If there is any damage that has occurred the amount to repair the damage will be deducted with a copy of the receipt and the remaining of the deposit (if any) sent to the patron.**

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Hall Rental (includes monitor/bartender): \$ _____

Second monitor/bartender (126 people and above) \$ __90.00_____

Bar Fee (Consumption Deposit) \$_____

Mixed drink bar set up fee \$ __25.00_____

Time Extension (# of Hours ____): \$ _____

Table Cloths (# ____ x \$7.00 each. Color____): \$ _____

Napkins (# ____ x \$ 1.00 each. Color____): \$ _____

Security Deposit \$ _____

Total: \$ _____

Deposit: \$ _____

Paid by: _____

Balance Due: \$ _____

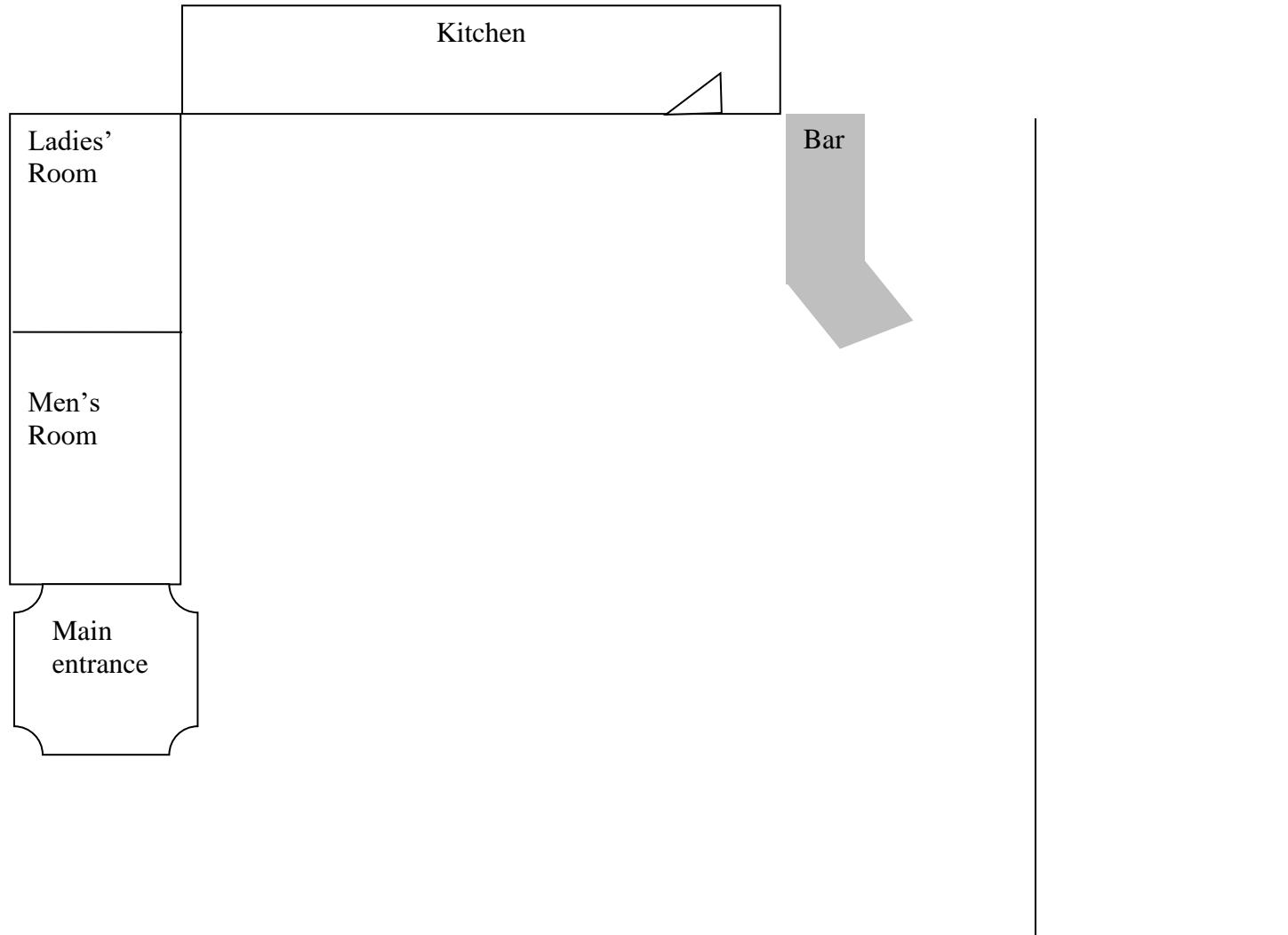
(3 weeks before event date)

Additional Notes:

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Florian Room Layout:



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I, the undersigned, have read and agree to all the terms, conditions, policies, and prices of the Brewerton Fire Department Hall rental agreement. I, the undersigned, will pay the balance in full of rental of facilities and if used payment for alcoholic beverages and or soda served the day of the rental. I, the undersigned, assume the liability and responsibility for any damage, lost, stolen, misplaced, property of guest and the Brewerton Fire Department. ***I, the undersigned, have (30) days prior to the event to Terminate this agreement in writing to receive hall deposit refund.***

Signed: _____ Date: _____
Patron

Signed: _____ Date: _____

Special Request Addendum

The following items have been special requested by the patron:

1. _____	Qty: _____	Price: _____
2. _____	Qty: _____	Price: _____
3. _____	Qty: _____	Price: _____
4. _____	Qty: _____	Price: _____
5. _____	Qty: _____	Price: _____
6. _____	Qty: _____	Price: _____
7. _____	Qty: _____	Price: _____
8. _____	Qty: _____	Price: _____

The Brewerton Fire Department must have at least two weeks' notice to attempt to get the product requested. There is no guarantee as the product must be available from the supplier. If there is an issue with getting the product the Brewerton Fire Department will advise the patron and an alternative can be discussed.

Signed: _____ Date: _____
Patron

Signed: _____ Date: _____
Brewerton Fire Department Representative

By signing this addendum, the patron agrees that the above are additional items above and beyond what is typically offered for alcohol by the Brewerton Fire Department and that there may be an additional cost as outlined above. The additional cost is above the rental agreement and is payable prior to the rental but not until the product has been confirmed to be available.