

**Blue Ridge Volunteer Fire & Rescue Company**  
**Contract for Rental of Social Hall**

The undersigned agrees to rent the Social Hall at Blue Ridge Volunteer Fire & Rescue Co., situated at 131 Retreat Road in Clarke County, Virginia, subject to the following terms and conditions:

1. **Rental Fee** - The rental is \$125 per hour for gatherings up to 100 people, \$150 per hour for groups of 100 or more. A **\$250 cleaning/damage deposit**, paid in advance, will be refunded by mail after a cleaning inspection by a member of the Blue Ridge Hall Rental Committee.
2. **Capacity** - The hall's maximum capacity is 175.
3. **Set-up** - On your arrival, the hall and bathrooms will be clean. There will be stacked chairs and tables available for you to arrange as you need. You will have one uncharged hour prior to your event to set up.
4. **Pre-Event Hall Access** - Let the Fire Co. liaison know about any decorating/delivery /set-up times earlier in the day of your event. Access for elaborate set-up/decorating will involve additional fee.
5. **Decorations** – Do not use tape on walls or ceiling. Hooks that hang from ceiling grid will be provided if needed. Lit candles are allowed on cake, or in votive holders or hurricanes only.
6. **Kitchen Use** – A \$50 fee will be charged for use of the kitchen.
  - a. Use of the kitchen includes all counter areas for food prep, sinks, refrigerator & freezer, and stove and oven for warming purposes only. It **does not** include use of griddle, dishwasher, or stove/oven for cooking.
  - b. Lessee is responsible for bringing serving dishes, utensils, and dish towels. If agreed in advance, certain kitchen items may be used providing they are cleaned and put away afterward.
  - c. For a very reasonable charge, you may use ice from the machine in our kitchen. Discuss with the Fire Co. liaison.
7. **Smoking** – No smoking is permitted inside the social hall. Ash trays are available outside the front and side doors.
8. **Alcoholic Beverages** - Private parties are covered under Blue Ridge's ABC permit, which enables you to serve, but not sell, alcoholic beverages to individuals age 21 & over. For a cash bar, the law requires you to obtain your own one-time permit for the event. The Lessee is responsible for the conduct of guests, and shall monitor the age of those drinking.
9. **Clean-Up** - Lessee agrees to complete a primary clean-up immediately following the function, consisting of:
  - a. All decorations removed, tables cleared of food, trash, bottles, cups, etc., and floor swept and mopped as necessary;
  - b. Re-stack Chairs and Tables;
  - c. Trash picked up from inside & outside building, and placed in dumpster;
  - d. You will have one uncharged hour after your event for clean-up.
10. **Damages** - Any damage to furnishings and/or building will be billed to the Lessee and shall be his/her responsibility.
11. **Lost & Found** - We will not be responsible for personal property left by Lessee and guests.
12. **Cancellation** - This lease may be cancelled by the Lessor at any time before or during the function. Cancellation by Lessee less than 30 days prior to lease date will result in forfeiture of deposit.

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**Please sign & return w/\$250 deposit to Blue Ridge Vol. Fire & Rescue Co., Box 216, Bluemont, VA 20135**

Function Date: \_\_\_\_\_ Time: \_\_\_\_\_ Purpose: \_\_\_\_\_ # guests: \_\_\_\_\_

Lessee Name: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Rental Fee: \_\_\_ hrs @ **\$125/hr.**+ \$250 deposit (refundable) + \$50 kitchen fee? = \_\_\_\_\_ **Rec'd \$** \_\_\_\_\_ / /

**\*Does not include a fee for the use of the kitchen**

**AGREED**

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

\_\_\_\_\_  
Blue Ridge VFRC signature