

# Stanton Volunteer Fire Department Community Hall Rental Information

906-482-2026

## Description & Occupancy of Hall:

Hall dimensions: Room - 40' X 40'. Kitchen – 12' X 30'. Two bathrooms are attached to the hall. Maximum occupancy for any rental is 100 people. You must be 21 years of age to rent the fire hall.

## Rental Rates:

Duration	Price	Additional Kitchen Rates
Minimum 3 Hours	\$150.00	\$100.00 per party
Each additional hour	\$50.00	
Prior night setup	\$75.00	
Security Deposit	\$100.00	\$100 security deposit

## Rental includes:

Use of table & chairs

Bathrooms

Kitchen (optional)

Parking (At the rear (east) of the building, in the parking lot west of the fire station and across Fire Hall Road in the Park & Ride lot)

## Policies for Hall Rental:

Date of hall rental cannot be guaranteed until a 50% deposit and \$100 security deposit has been made and contract signed. The 50% deposit is not refundable should the event be cancelled.

## Access:

An STVFD representative will either open the hall by the date and time of the rental event or provide an access code to a lockbox containing a key to the hall. In that case, the renter is responsible to ensure that the key is returned to the lockbox at the end of the event. If the key is not returned, the renter is responsible for the cost of changing the hall locks.

## Set Up:

Renters are responsible for all set-up and arrangement of chairs and tables. Renters are also responsible for putting tables and chairs back. Set-up time is part of the rental period. Renters may pay a fee and set up the night before if arranged prior to the event, subject to hall availability.

Initials: \_\_\_\_\_

**Stanton VFD  
Hall Rental Continued - pg 2**

**Parking:**

Please only park in the areas described above. No one is allowed to park in front of the building entrance unless dropping off supplies. At no time is anyone permitted to park in front of or on the ramp in front of the apparatus doors.

**Areas Off Limits to Renters:**

No one is allowed in the apparatus bay unless accompanied by a STVFD member. If renters are interested in seeing the fire trucks, ambulances, and other equipment; please make prior arrangements. This will guarantee a member is available for a tour.

**Kitchen:**

If applicable, you may use utensils and appliances in the kitchen. EXCEPT: Do not use the dishwasher. Other items stored in the kitchen cabinets or refrigerator-freezer are off-limits.

**Decorations:**

No decorations may be stapled, tacked or nailed to the walls or ceiling. Decorations may be attached to the walls and ceiling with painter's tape or adhesive mounting putty. Both decorations and tape/putty must be removed at the end of the rental.

**Clean-Up:**

All renters are responsible for clean-up at the end of their rental. The hall, bathrooms and kitchen, if applicable, must be cleaned and returned to the condition in which they were found. The exterior of the hall, including the parking lot and hall entrance, must be cleaned of trash, cigarette remains and debris. Failure to do so may result in the forfeiture of the security deposit. Certain cleaning supplies will be provided. Trash is to be bagged by the renter and placed in the storage area on the south side of the building.

**Disclosures:**

Stanton Township Fire Department reserves the right to end any function, at any time without refund. Reasons for termination include, but are not limited to, disorderly conduct, property damage, not abiding by terms of contract, etc. In case of damages or cleaning costs greater than \$100 security deposit, the fire company reserves the right to charge additional fees to cover the costs incurred.

**Smoking, Alcohol:**

No smoking is allowed in the fire station building or doorways. Smoking is permitted outside the building only. No underage drinking or smoking is allowed on STVFD property.

**Initials:** \_\_\_\_\_

**Stanton VFD  
Hall Rental Continued - pg 3**

**I have read, understand, and agreed to abide by the Hall Rental Information, rules and policies set forth by Stanton Township Volunteer Department.**

**Name of Renter:**

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**Address:**

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**Signature:**

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**Daytime Telephone #:**

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**Nighttime Telephone #:**

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**Date & Time of Rental:**

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**Set up Night before with approval:**

\_\_\_\_\_ No \_\_\_\_\_ Yes (\$75)

**Use Kitchen:**

\_\_\_\_\_ No \_\_\_\_\_ Yes (\$100)

**Important Notes:**

- Initial each page and sign above.
- Return contract with 2 checks, one for the security deposit of \$100.00 and a 2<sup>nd</sup> check for the Hall Rental.

**Initials:** \_\_\_\_\_