

**Northern Wayne Fire Company, Inc.**  
**Rental Application**

Name of Applicant: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: (\_\_\_\_) \_\_\_\_\_ Cell / Other Phone #: (\_\_\_\_) \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Hours of Event: Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

**The applicant should carefully read and initial the following to ensure that all is understood and agreed upon before signing this application!**

**RENTALS ARE AS FOLLOWS:**

\_\_\_\_\_ **Application Fee:** There is a **non-refundable** application fee of \$25.00. This will be due with a signed & submitted application. This will hold the date you are asking for.

\_\_\_\_\_ **Security Deposit:** A \$200.00 security deposit will be due with rental. This is refundable to the applicant within one week after the rental, only if the rental site is in the cleaned, undamaged condition as before the event (**NO holes, permanent tape, etc. are permitted on walls or wood trim in setting up for events**). The security deposit will be returned upon a walk thru of the facility with a designated fire company member. You are responsible for garbage removal, sweeping the floors and leaving the kitchen in the order it was received.

\_\_\_\_\_ **Refunds:** The application fee for hall rental of \$25.00 is non-refundable. The applicant agrees to notify Northern Wayne Fire Co. immediately, if rental is cancelled. Cancellation refunds are as follows:

10 days prior to rental date	-	100% of amount paid less \$25.00 deposit
9-days – 6 days	-	50% of amount paid less \$25.00 deposit
5 days or less	-	NO REFUND

\_\_\_\_\_ **Rentals: PAYMENT IS DUE TWO (2) WEEKS PRIOR TO EVENT**

<b>Dining Hall, Kitchen and Outside Grounds near the dining Hall</b>	<b>\$ 350.00</b>
<b>Linen Table Cloths (white)</b>	<b>\$ 25.00</b>
<b>Fee if dishes are left unwashed</b>	<b>\$ 50.00</b>

\_\_\_\_\_ **Rental of the Fire Hall:** This **DOES NOT** include the lounge, meeting room, office, communication room or the engine bay. During your event, you are **NOT ALLOWED** to park in front of the bay doors, along the entrance off Route 370 or at the far end of the building by the engine bay doors. Trespassing in these areas will default in the return of the security deposit.

\_\_\_\_\_ **Conduct & Supervision:** applicant is solely responsible to supervise the conduct of any persons, whom they permit to attend the event. If Applicant permits the consumption of alcoholic beverages during the event, Applicant agrees they are solely responsible for all persons that consume alcoholic beverages and agrees to obey all local, Commonwealth of Pennsylvania and federal laws.

\_\_\_\_\_ **Damage:** Applicant is responsible for any and all damages to property and/or injury to person(s) that occur during or as a result of the event conducted during the rental period. If there are any problems or malfunctions while the event is going on, it is the applicant's responsibility to report it to the designated fire company member immediately, which is noted on the bottom of this application.

\_\_\_\_\_ **Hours:** Rental is for a period of time to be agreed upon by the Applicant and the authorized member of the Northern Wayne Fire Co. which includes set up and clean up times. Applicant will be ready to vacate the property at the end of the agreed upon time.

\_\_\_\_\_ **Kitchen Use:** The Applicant may use the stove, refrigerator, coffeepot, sinks, pots, pans, and dishes. The Applicant may **NOT** use the paper products (plates and cups) or any other property of the Northern Wayne Fire Company. Paper towels and toilet paper will be supplied.

\_\_\_\_\_ **Clean up:** applicant is responsible for returning property to its pre-rental condition, including garbage removal.

**All Checks are to me made payable to:  
Northern Wayne Fire Company, Inc.  
Attn: \_\_\_\_\_**

**PO Box 253  
Lakewood, PA 18439**

**Northern Wayne Fire Company  
Authorized Personnel**

\_\_\_\_\_  
(Applicant Signature)

**Date:** \_\_\_\_\_

For use by the Northern Wayne Fire Company, Inc.

Name of Fire Co. Member on duty: \_\_\_\_\_

Deposit Received                      Amount \_\_\_\_\_                      Date: \_\_\_\_\_

Total Amount Due for Rental                      Amount \_\_\_\_\_                      Date: \_\_\_\_\_

Balance Received                      Amount \_\_\_\_\_                      Date: \_\_\_\_\_