

Parsippany Rescue & Recovery Unit Inc. Hall Use Application & Agreement



I (print name) _____ here by request use of your hall and agree to the following terms and conditions for the Parsippany Rescue and Recovery hall in Lake Hiawatha.

I request to rent the hall from ____:____ am pm until ____:____ am pm on ____/____/____

Contact Information: Phone (____) _____ - _____ Cell: (____) _____ - _____

Address: _____

Please check one of the following:

Beer, Wine or Liquor **will** be served at this event

Beer, Wine or Liquor **will not** be served at this event

The Parsippany Rescue & Recovery Unit will require the following in order to process your application

1. A security deposit in the amount of \$125
2. A check for \$400 for the rental fee made out to Parsippany Rescue & Recovery
3. Proof of liability insurance from your homeowners or renter's insurance company stating that:
 - A. Your policy is paid and will be in full force on the date you are requesting use of the facilities.
 - B. Your policy includes host liquor liability

The following rules must be adhered to while using the facilities:

- a. Absolutely no one, but Rescue and Recovery squad members, may enter the bay area.
- b. Children 12 years old and under must always be supervised by an adult.
- c. No eating drinking or gathering in the stair towers or parking lot.
- d. The duration of all events should be limited to four hours or less.
- e. It is your responsibility to control your guest and their children.
- f. You will be responsible for any damage to the facilities caused by you or your guess.
- g. Park only designated areas. Leave south side of the building for members responding to calls and do not block the bay doors.
- h. You are responsible for cleaning up after your event, this includes the hall area, kitchen, restrooms, stair tower, and empty hall, trash containers.
- i. The kitchen is to be cleaned and restored to the state in which it was found. All dishes, utensils are to be cleaned and put away. Counters and floors and appliances are to be cleaned and dried.
- j. You will be responsible for the cleanup of all decorations. No nails, staples or permanent adhesives to be used to decorate the hall. The hall must be returned to the same condition as when it was taken.
- k. There is positively **NO SMOKING PERMITTED ANYWHERE INSIDE THE FACILITY**. Smoking is permitted outside by the entrance. Please dispose of cigarettes properly.
- l. NO person under 21 years of age will be served any form of alcoholic beverage. If any of my guests provide any person under 21 years of age with an alcoholic beverage, I will be held responsible for their actions.

Failure to follow these rules and obligations may result in you and your guess being asked to leave and also may result in the loss of all or part of your security deposits. Damages to the facilities and excess of \$125 will be billed to you. Any phone calls made by you or your guess on the squad phone will be deducted from your deposit.

I carefully read all of this agreement and understand all of my responsibilities

Renter Sign Here: X _____ Date: ____/____/____

Squad Committee Member: X _____ Date: ____/____/____

Squad President: X _____ Date: ____/____/____

- Weddings are permitted to run five hours.
- Set up and clean up time is not included in your total time for your event.
- Building will be inspected after your event. If everything is clean and nothing is damaged, your deposit will be returned within thirty days.
- To guarantee your date reserved, your completed application with deposit and "proof of insurance" attached, must be received no later than 10 days prior to your event.
- Tables and chairs will be provided for seating in the hall up to (and not above) 90 persons.