

Ellerslie Volunteer Fire Department, Inc.

14200 Ellerslie Rd, Ellerslie, MD, 21529
301-777-0959

Hall Rental Contract

Today's Date: _____ Reserved Date(s): _____

1. Name of Organization, Group, or Individual: _____

Organization Representative: _____

Contact Information:

House Phone Number: _____

Cell Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

2. Deposit Amount: _____ Paid Check Number: _____ Cash _____

Hall Rental Fee: _____ Paid Check Number: _____ Cash _____

Returned Deposit Amount: _____ Signature: _____ Date: _____

3. Indicate if organization, group, or individual is having a catered meal: Yes No

If yes, please indicate the caterer and phone number: _____

4. The responsible individual for the above signed organization, group, or individual shall clean the hall and place garbage in garbage bin, located on the side of the building.

5. No one shall have use of the kitchen or it's supplies.

6. Noise must be kept to a minimum after 12:00 am (Midnight).

7. Usage of sign board, supplies and goods of the Ellerslie Vol. Fire Dept. Inc. are not available to the renter.

8. No vehicles should be parked in front of garage doors in the rear of the building in case of an emergency.

9. All chairs and tables must be set back to its original setting.

10. Cancellation Policy: A less than 15-day notice of a cancellation will cause a complete forfeit of the deposit fee.

In case of an emergency dial 911!!

Any other problems or questions please call _____ @ _____

Signing below shows that you understand you will be held responsible for any damages that occur during the event and any injuries that occur during the event along with agreeing with the information included above.

Signature _____

Date _____