



# UNIACKE & DISTRICT VOLUNTEER FIRE DEPARTMENT

## HALL RENTAL AGREEMENT

This Hall Rental Agreement outlines the terms and conditions for use of the Uniacke & District Volunteer Fire Department (UDVFD) community hall. By signing below, the renter agrees to all rules, fees, and responsibilities described herein.

### 1. RENTAL FEES & PAYMENT TERMS

#### 1.1 Hall Rental Fees

- Friday or Saturday Evening Rental:  
\$150 plus \$75 refundable damage deposit, payable in advance (cash only).
- All Other Daytime/Evening Rentals:
  - First 2 hours: \$40
  - 2–4 hours: \$80
  - Over 4 hours: \$150
  - \$75 refundable damage deposit, payable in advance (cash only) at time of booking.

**Your booking is not confirmed until deposit payment and this signed completed agreement is received by UDVFD.**

#### 1.2 Kitchen Use (Optional)

- **\$150 flat fee**, payable in advance.
- Includes use of appliances, dishes, and utensils.
- Kitchen access without payment is prohibited.

#### 1.3 Bar Service (Optional)

- **\$150 fee**, payable in advance.
- Bartenders are provided by UDVFD.
- All alcohol must be purchased through UDVFD and sold to guests at UDVFD's pricing.
- **Renter is responsible for obtaining a Special Event Liquor License** through the Nova Scotia Alcohol & Gaming Authority at (902) 424-6160.

If the required liquor license is not obtained, alcohol service will not be permitted and no refund will be issued.

#### 1.4 Payment & Cancellations

- All fees and deposits must be paid in advance (cash only).
- Cancellations must be made at least 14 days in advance to receive a refund of fees and deposit.
- Less than 14 days' notice results in forfeiture of the deposit.

#### 1.5 Rates

- Rates are subject to change at any time prior to contract signing.



## 2. GENERAL RULES & CONDITIONS

1. The hall must be cleaned and restored to original condition as outlined in the **Cleaning Requirements** section.
2. **No smoking or vaping** is permitted anywhere inside the building.  
No food or beverages are allowed on the main floor while dancing.
3. Access to the **apparatus floor or restricted fire department areas is strictly prohibited**.  
Unauthorized access may result in immediate loss of deposit or event termination.
4. Any pre-existing damage must be reported to UDVFD prior to the event start.
5. The renter is responsible for all damages or missing items caused by attendees, vendors, or guests.  
UDVFD reserves the right to:
  - Withhold the entire damage deposit
  - Invoice the renter for additional repair or replacement costs
6. Maximum occupancy limits and municipal by-laws must be followed.
7. No open flames, pyrotechnics, glitter, confetti, or hazardous materials are permitted without prior written approval.
8. All event activities must comply with applicable laws and regulations.

## 3. LIABILITY & INDEMNIFICATION

The renter assumes full responsibility for:

- The conduct and safety of all guests
- Damage to the facility, equipment, and property
- Compliance with licensing, permits, and alcohol regulations

The Uniacke & District Volunteer Fire Department is not liable for: Injuries, accidents, or medical incidents, Lost, stolen, or damaged personal property, Event cancellations due to emergencies, equipment failure, or operational requirements of the fire department.

By signing below, the renter agrees to indemnify and hold harmless the UDVFD, its members, and volunteers from any claims, liabilities, damages, or costs arising from the renter's use of the facility.

## 4. BUILDING ACCESS

- Hall entry and exit times must be adhered to as scheduled.
- Access Code instructions will be provided by UDVFD.
- Alarms or security systems must not be tampered with.

## 5. CLEANING REQUIREMENTS

The hall must be cleaned **immediately after the event**, unless alternate arrangements have been approved in writing.

### 5.1 Cleaning Checklist: The renter must ensure:

1. Tables and chairs are wiped clean and stacked as originally found.
2. All spills or wet areas are mopped clean.
3. Hall floors and washrooms are swept; any spills must be mopped.
4. Carpeted areas (stage) are cleaned using warm water and cloth only.
5. All garbage is placed in outside receptacles and replaced with new bags provided.  
Food waste → green bin, Cans/bottles → shorted, bagged, Recyclables → bagged, into proper receptacles  
Cardboard → flattened and placed inside a clear bag and into outside receptacles.
6. All decorations, tape, and materials brought by the renter are removed.
7. If the kitchen was rented, all appliances, counters, dishes, and utensils must be cleaned and put away.



## 5.2 Deposit Return

The hall **must pass inspection** by a UDVFD representative within 24 hours (or next operational day). Failure to meet cleaning requirements **will result in forfeiture of the damage deposit**. No second cleaning opportunity will be provided. Deposits may be withheld in full or part at the discretion of UDVFD.

## 6. RENTAL INFORMATION (To Be Completed by Renter)

Renter Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

Door Access Code: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Rental Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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

Estimated Attendance: \_\_\_\_\_

Fees Paid: Hall \$ \_\_\_\_\_ Kitchen \$ \_\_\_\_\_ Bar \$ \_\_\_\_\_

Damage Deposit Paid: \$ \_\_\_\_\_ (cash)

By signing, I acknowledge that I have inspected the hall and found it in good condition and agree to all terms, rules, and cleaning instructions.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 7. UDVFD AUTHORIZATION

We, the Uniacke & District Volunteer Fire Department, lease the fire hall to the renter listed above under the terms of this agreement.

UDVFD Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

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