



Fire Chief Toby Sealey
President Dave Stream

Dunkirk Volunteer Fire Department Inc.

3170 West Ward Road Dunkirk, Md. 20754

301-855-8895 / www.dunkirk5.com

Proudly serving Calvert, Anne Arundel, and Prince
Georges County



FIRE / RESCUE / EMS

HALL RENTAL CONTRACT

Hold Harmless Agreement

I _____ wish to use the facility owned and/or maintained by the
Dunkirk Volunteer Fire Department for the purpose of _____

Date: _____ From: _____ to _____

(Not to start BEFORE 8am or EXCEED 12am)

I understand that I will be charged a fee for use, and that I will be legally responsible for
all that may occur relative to my activities. Specifically, I understand:

1. Dunkirk Volunteer Fire Department does not supervise ANY activities or the facilities in
ANY fashion including the service of alcohol. I certify that all activities will be in full
compliance with ALL local, state, or federal laws or regulations. There is **NO SMOKING**
allowed inside the facility and smoking products are to be disposed of in designated
containers. **Initial** _____
2. I cannot rely upon Dunkirk Volunteer Fire Department for declarations; expressed or
implied, that my activities will not cause harm to me or others. By allowing me to utilize
the facility, Dunkirk Volunteer Fire Department is also making no assurances of any kind
that no harm will come to me, my invitees, or my guests either by my activities, or by
the facility itself. I am fully responsible to ensure that the facility is adequate to engage
in my activities safely, and if I deem that they are not, I will refrain from any activities.
This will be my sole responsibility. **Initial** _____
3. Not only do I agree to be legally responsible and defend, indemnify, and hold harmless
Dunkirk Volunteer Fire Department or any of their agents or employees for any harm
that may come to me, my fellow members, my guests, or my invitees as a result,
directly or indirectly, of the activities or the facilities, but in consideration of the use of
the facility, I further agree to defend, indemnify, and hold harmless Dunkirk Volunteer
Fire Department, or any of their employees for any claims, including those resulting
from alleged acts of negligence on any of their part. **Initial** _____
4. It is my knowing intention to provide the Dunkirk Volunteer Fire Department, and any
of their agents, employees, or members the broadest protections against lawsuits that
are available. **Initial** _____

I _____ have read the above information, agree to it, and have had an opportunity to ask any questions that I have. If I am signing on behalf of an organization, I certify that I am authorized to agree to the terms and conditions of this agreement on behalf of the organization, and the organization's members.

Signed: _____ Organization (if applicable): _____

Date: _____

Hall Rental Agreement

Renter agrees to the following terms and conditions:

*****All rentals require a \$250 security deposit in addition to the rental rates as explained below***

- Monday – Friday rate is \$100/hr
- Saturday rate is \$125/hr with a minimum of 4 hours or \$1000 for full day
- Sunday rate is \$125/hr or \$1000 for full day
- Funeral Repasts or Celebrations of Life: \$250 for 3 hours
- Kids Party: \$100/hr in 3 hour increments (10a-1p) or (3p-6p)
- Military, Police, Firefighters and Healthcare Workers receive a 10% discount on all rates upon receiving a copy of a valid ID card (*card and service member MUST be present when booking the hall and rental MUST be in the name of the service member providing the ID*).
- Cleaning Fee: \$175 (if using kitchen \$200)

The following are prohibited during the rental and any damage or repairs resulting in the use of these items OR safety violations will result in the holding of the security deposit:

- Tape
- Nails
- Staples
- Screws
- Fasteners
- Thumb tacks
- The fryer in the kitchen is prohibited from use for safety purposes
- At no time shall any of the exits be blocked for safety purposes
- Chaffing dish jelly methanol warming fuel will be used ***AT THE OWN RISK OF THE RENTER*** and are to be disposed of properly at the conclusion of the event

Your security deposit can be held if....

1. *The hall is not broken down following the event, to include any remnants of decorations*
2. *The trash is not removed and disposed of to the dumpster following the event*
3. *Anything is broken during your event*
4. *There is trash on the property or left in the hall because of your event*
5. *Accessing the hall before 8am*
6. *Exceeding the rental time of 12am (including cleanup)*
7. *Guidelines above are not retained*

Note: Deposit may take 1-2 weeks for refund

Options for Renters:

- o **Prior day set up (if available): After 7pm**

Facility Rental Information:

1. Maximum Occupancy for Dunkirk Volunteer Fire Department "King's Quarters" is not to exceed **250 persons**.
2. The hall provides 1 ice machine, 1 refrigerator, 1 freezer, 1 stove, 1 griddle, 1 oven, 30 8' rectangular tables (fits 6 to 8 people per side), 25 6' round tables (fits 8 people), 250 chairs, and cleaning supplies.
3. **A deposit is due seven (7) days after making the initial reservation to secure your date.** If the deposit is not received in that time frame your initial reservation will be canceled. The remaining balance is due within **thirty (30) days** of the rental date. Personal checks will not be accepted within **fourteen (14) days** of the reservation.
4. The rental fee and security deposit are payable to Dunkirk Volunteer Fire Department
5. If the contract is canceled within **thirty (30) days** of the rental date, the security deposit will not be refunded. **ALL cancellations must be in writing.**
6. YOUR REFUND OF YOUR SECURITY DEPOSIT WILL BE SENT VIA POSTAL SERVICE (MAIL) **WITHIN 7 DAYS AFTER YOUR EVENT.** PLEASE PROVIDE THE HALL RENTAL COORDINATOR WITH AN APPROPRIATE MAILING ADDRESS VIA EMAIL AT THE CONCLUSION OF YOUR EVENT.

Signature: _____ Printed Name: _____

Date: _____

Facility Usage Check-off Form

Contact Information:

Name: _____

Email: _____

Phone #: Cell- _____ Home- _____

- Received signed hold harmless agreement.
- Explained which areas are “off limits” for guests.
- Explained condition hall is expected to be in upon conclusion.
- Explained organization’s smoking and alcohol policy
- Explained proper use of cooking appliances.

I _____ certify that I understand the outlined information above. I have been given the opportunity to ask questions to which were answered in their entirety.

Signed: _____ Date: _____

Print Name: _____

SERVICE MEMBER TYPE

- ☐ Military
- ☐ Police
- ☐ Fire Department: Name of Dept. _____
- ☐ Healthcare Worker

ID Present?

- ☐ Yes
Badge/ID #: _____ Department: _____
- ☐ No (Unable to give discount)

DVFD Representative Signature: _____

Service Member Signature: _____

Paid by:

- Check/Money Order
 - ☐ Check Number: _____

- Card
 - ☐ Visa
 - ☐ Mastercard
 - ☐ American Express
 - ☐ Discover

Last 4 #'s: _____ Exp. Date: _____ CVV: _____

- PayPal
 - ☐ Paypal.me/DunkirkVFD