



Station #1 – 32628 Oak Orchard Road, Oak Orchard, Millsboro, DE 19966 • (302) 945-2800
Station #2 – 25375 Banks Road, Long Neck, DE 19966 • (302) 945-2801

January 21, 2008

RE: HALL RENTAL CONTRACT

Hall Rental Agreement

I, the above illustrated person(s)/organization and undersigned, hereby agree to rent the Henry C. Warrington Memorial Hall within the Indian River Volunteer Fire Company for the sum of \$675.00 The Indian River Volunteer Fire Company acknowledges that \$200 of this rental fee is a refundable security deposit.

I also agree to assume full responsibility for the consumption and distribution of alcoholic beverages on the premises of the Indian River Volunteer Fire company during the below described function. If any alcoholic beverages are served, you must comply with all the appropriate rules and regulations of the State of Delaware on alcohol and beverage consumption. In addition, I relieve the Indian River Volunteer Fire Company of any responsibility and/or liability for guests and myself.

Furthermore, I agree to clean the dining hall, kitchen area, restrooms and parking lots, leaving them in the condition that they were found. I also assume responsibility for any and all damage(s) to the property of the Indian River Volunteer Fire Company. Any damages exceeding the Security Deposit will be billed to the undersigned.

I understand I may cancel this rental agreement upon giving written notice, 30 days prior to the rental agreement date. Failure to do so will result in the security deposit being forfeited. Also, I agree to pay the "Balance in Full" 30 days prior to the rental date of the hall, or the Indian River Volunteer Fire Company have the option to re-rent the hall at their discretion.

Rental Date: _____ Rental Time: From: _____

Responsible Rental: _____
Signature Date

The Henry C. Warrington Memorial Hall is a smoke free facility!

A deposit of \$ _____ . (Check # _____) was submitted to guarantee and confirm the above hall rental reservation. The balance of \$ _____ will be due on or before _____



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RE: HALL RENTAL CONTRACT ADDENDUM

Hall Rental Rules and Regulations:

- (1) No smoking or tobacco products are allowed in the any interior area of the facility.
- (2) Facility must be cleaned not later than 1:00 A.M. and all renters and guest must be off premises.
- (3) No alcohol consumption outside of the dining hall area. Parking in permitted only in the designated areas. Parking is prohibited in front of any garage door areas. Parking is encouraged and available in the grassing area immediately adjacent to the Community Church of Oak Orchard on the left.
- (4) All decorations, decorating, and adjustments to the interior of the building must be pre-approved in written form. – **Absolutely NO hangings on walls or from ceiling area.**
- (5) It is your responsibility to evaluate and monitor your guests in order to maintain control of your function at all times.
- (6) No throwing of rice or birdseed is allowed in the interior of the facility.
- (7) No chewing of gum is allowed in the interior of the facility.
- (8) Upon clean-up: All trash must be removed from the rented facilities, by the designated renter or designee, and placed in the trash dumpster at the rear of the facility.
- (9) If you or your guests happen to get out of control, or if any damage has occurred to the property of the Indian River Volunteer Fire Company, you will be removed from the premises and prosecuted.
- (10) The renter and guests are not permitted to embark upon any fire and rescue equipment or apparatus for any reason.
- (11) The rental fee does not include any of the audio-visual projection equipment on company premises.
- (12) Failure to comply with the Hall Rental Rules and Regulations will allow forfeiture of your security deposit to the Indian River Volunteer Fire Company.
- (13) The Kitchen facilities will be available for an additional fee of \$75/hour and will be monitored by a member of the Indian River Vol. Fire Co., Inc.
- (14) Parking is permitted in the grass field across the street adjacent to the Community Church. It is clearly communicated that parking is prohibited on the church property, church grounds (grassy area). Any damage to the church grounds will be the sole responsibility of the hall renter or individuals identified on the video surveillance devices.

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Directions to Indian River Volunteer Fire Company:

Route #113 – Millsboro Area

Follow Route #24 (John J. Williams Highway) east towards Rehoboth. At the first traffic light (intersection of John J. Williams Hwy., Oak Orchard Road, Mount Joy Road) , turn right onto State Route #5 (Oak Orchard Road) (Landmarks include: Nanticoke Indian Museum, Catholic Church, and Trading Post Plaza). Follow Oak Orchard south for approximate 1.75 miles into Oak Orchard. The Indian River Volunteer Fire Company is located on the right. Parking is available in the grassing area immediately adjacent to the Community Church of Oak Orchard on the left.

Route #1 – Rehoboth / Lewes Area

Follow Route #24 (John J. Williams Highway) west towards Millsboro. You will proceed approximately 8-10 miles and will pass the Long Neck Road intersection (landmarks include: Food Lion, Dash In and Wilmington Trust bank) Continue west through the next intersection passing Happy Harry's, Domino's Pizza, and American Legion Post #28). At the next intersection of John J. Williams Hwy., Oak Orchard Road, Mount Joy Road) , turn left onto State Route #5 (Oak Orchard Road) (Landmarks include: Nanticoke Indian Museum, Catholic Church, and Trading Post Plaza). Follow Oak Orchard south for approximate 1.75 miles into Oak Orchard. The Indian River Volunteer Fire Company is located on the right. Parking is available in the grassing area immediately adjacent to the Community Church of Oak Orchard on the left.



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MULTI-PURPOSE ROOM/ HALL RENTAL FACT SHEET

Capacity:	Maximum Occupancy: 225 people Parking spaces (handicapped in front of hall entrance); designated parking across the street in field. No parking on Community Church grassy area.
Availability:	Weekdays and Weekends, if available Facility Area: 3,600 Square feet
Facility:	Area: 3,600 Square feet Tables: 25 round (accommodate 8-10 persons); 5 large rectangular; and 4 mini rectangular Chairs: 225 Full Kitchen Large Restrooms Caterer Available
Equipment Available (\$):	Cable TV Access; Internet Access; Overhead Projector Access, Overhead Screen Access, telephone access, Microphone Speaker, Podium, and LCD Projector
Additional Fees required.	
Caterers Available (\$):	To be determined.
Decorations:	Activity or decorations that could damage the facility are not permitted. Examples of activities that are not allowed include: taping, nailing, stapling, screws, fasteners, or thumb tacking of decorations or signs to any wall, door or ceiling. No smoke machines, open flame devices, lighters, etc.
To Hold Date:	Contact representative to check availability and receive a contract. To hold a date, the contract must be completed, security deposit included, and the full payment prior to commencement of event. Hall Rentals start at \$475/pay + \$200 refundable security deposit.
Contacts:	IRVFC: Station #1 - (302) 945-2800 Hall Representative: (302) 947-1577 - Patrick Miller Fax: (302) 945-1130 E-Mail: MILLERPCM@AOL.COM

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