

Walden Fire District  
Social Hall  
PO Box 264  
Walden, NY 12586

To: All Respective Renters

Re: Rental Agreement

Attached is the rental agreement for the Walden Fire District. Please complete all areas and submit to the Social Hall Director with your required security deposit and any other required documents. Payable to the WALDEN FIRE DISTRICT.

Your requested date will not be guaranteed until the documents are received.

Please advise us as to the name(s) of the others entering the hall as to Caterers, Decorators, DJ's etc. We would like to make your event a successful and memorable one for all involved.

Please contact us with any questions. We hope to hear from you soon.

<b>FEE SCHEDULE</b>		
<b>Renter Type</b>	<b>Rental Fee</b>	<b>Security Deposit</b>
Walden Fire District Resident	\$600	\$200
Non-Resident	\$1,000	\$300
Non-Profit Organization	\$400	\$200
Walden Fire District Resident (per hour)	\$75/hr	\$200
Non-Resident (per hour)	\$100/hr	\$300

**Point of Contact:**

Susan Morrison  
Social Hall Director  
(845) 234-3421

## TERMS

**Rental Fee** shall be \$ \_\_\_\_\_ plus a security deposit \$ \_\_\_\_\_

The Security deposit of \$ \_\_\_\_\_ shall accompany this agreement by check, money order or cash. This is a precautionary measure for any damages, cancellations, or cleaning fees.

Anyone in breach of this contract may have event terminated before said times. The deposit will be returned, by mail, within (45) forty five days after the event.

Payment must be cash, check or money order. A fee of fifty (\$50) dollars will be deducted from the security deposit for any returned checks, plus any fees.

**Rental Fee Schedule:**

90 days before the event ½ of the fee is due. 30 days before the event remainder must be paid.

Balance due thirty (30) days before the event with a list of names of caterers, DJ's, decorators etc.

**Cancellations:**

Any event cancelled Ninety (90) days before the event a fee of one hundred (\$100) dollars will be deducted from the deposit and the remaining deposit will be returned by mail. Notice of less than ninety (90) days of the event will result in the loss of the deposit and any rental fees paid. Agreement is valid upon receipt of deposit.

**Please fill out the information below.**

Your deposit will be returned to the address of origination.

Name	
Address	
Phone	Cell
Date Requested	
Purpose	Attendees