



Prairie Hill – Rocky Hill Volunteer Fire Prevention Corp.  
Prairie Hill – Rocky Hill Volunteer Fire Department  
7559 Fm 50  
Brenham, Texas 77833

### HALL RENTAL AGREEMENT

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

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

Contact: (home): \_\_\_\_\_ Cell: \_\_\_\_\_

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

Date of Reservation: \_\_\_\_\_

Type of Function: \_\_\_\_\_

1. **Date of Reservation:** Reservation date is the calendar date of the event and renter's use of the premises shall begin and end on the reserved date. Set up or clean up should be completed on the reservation date.
2. **Term of Use:** Renter shall not allow any illegal activity on the premises. If music is played during the event, it shall be at a volume level as not to disturb nearby residences. The sale of alcohol is **not** permitted on the premises. If law enforcement is called to the hall for any reason, the event will be terminated immediately without refund. The fire department reserves the right to refuse rental for any event that is not in the best interest of the Fire Department's community relations. All events should end by midnight. All clean up should commence and be finished immediately after the event.
3. **Suitability:** The Prairie Hill VFD makes no representation as to the suitability, feasibility, usability of the rental facilities. It is the sole responsibility of the renter to view and determine the suitability of the facilities for their respective event.
4. **Cancellation Policy:** Any cancellation of a booked event after 5 calendar days before the booked date will result in the loss of the entire deposit as liquidated damages for lost potential rental income.
5. **Booking:** In order to reservation a rental date(s), renter shall remit **entire rental fee (\$225.00)** in the form of a good check, money order or cashier's check made payable to the Prairie Hill VFD with the reservation Chairperson. A confirmation will be sent via US Postal Service or Email. Once payment of rental fee has been received, the reservation date will be locked in.
6. **Renter Responsibilities:** As renter of the rental facility, you shall abide by the following rules and responsibilities.
  - The setting up of chairs and tables is the sole responsibility of the renter. Chairs and tables are located in the storage closet at the Southwest corner of the building.

- Renter shall not permit anyone to sit or stand on the department's tables. Replacement of a damaged table or chair will be charged to the renter. **KEEP DOORS CLOSED WHILE HEAT OR A/C ARE RUNNING.**
- Department chairs and tables shall be clean and replaced in the proper holding racks and returned to the storage closet so that they fit in the closet properly.
- The building floors should be swept and mopped after the event. **DO NOT USE CLEANERS ON THE CONCRETE FLOORS!**
- No foreign matter shall be brought into the building, including but not limited to dirt, sand, shavings, hay straw, sawdust, etc.
- Renter shall take all trash in bags to the small shed next to the BBQ pit.
- Renter shall clean kitchen counter surfaces and any utensils left at the building will become the property of the fire department if not claimed within 30 calendar days of the rental date.

7. **Emergency Clause:** Renter understands and accepts the primary duty of the Fire Department is to serve the public in times of disaster or crisis. If a natural disaster or emergency occurs during the rental date; the Department Fire Chief or Department President can commandeer the fire hall for emergency purposes. If such an unlikely event should occur, renter shall only be entitled to return of the security deposit and any rental payment already made and no other damages. If a natural or made-made disaster occurs and renders the rental premises unusable, the Fire Department may return a security deposit and/or rental payment made.
8. **Rental Rate:** The rental rate of the Department Fire hall is \$225.00 for non-members and \$175.00 for members(effective January 1, 2013). **Member's must be present at the rental event to receive the membership rate.**
9. **Hold Harmless:** Renter shall agree to hold harmless the Fire Department from any damage, claim or expense arising from the use of the fire hall, BBQ facilities and/ or the outdoor playground equipment. Renter agrees to provide appropriate adult supervision of all children present during the rental period.

Signed and acknowledged on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Rental Chairperson

PLEASE EMAIL OR RETURN BY US MAIL TO: [dougzwiener@gmail.com](mailto:dougzwiener@gmail.com) – Email  
7559 FM 50 Brenham, Texas 77833 – US Mail