

The St. Elmo Fire Hall

Facility Rental Agreement (Updated May 2015)

Overview

The St. Elmo Fire Hall is a piece of Chattanooga history built in 1934 is now available for rental to private groups. The simple charm and elegance of the Fire Hall will make a stunning backdrop for your event.

The Fire Hall is a non-smoking environment available for rental throughout the year. Typical rentals include:

- Weddings and Receptions
- Private Parties
- Business Meetings and Events
- Gallery Shows and Presentations
- Banquets
- Music and Arts Events
- Community Meetings and Service Projects
- Charity Events

The maximum capacity of the Fire Hall is:

- 75 people for a indoor/outdoor event
- 50 for an indoor gathering or sit-down dinner in the Main Hall downstairs

Responsibility: The conduct of all participants and spectators while at the St. Elmo Fire Hall shall be the responsibility of the Renter. Renter also accepts all responsibility for any injury to person(s) or property, or loss of or damage to property or theft of personal property at the St. Elmo Fire Hall during the rental period, or resulting there from. The St. Elmo Fire Hall retains the right to evict objectionable persons from the premises or to call for security/police help if deemed necessary. The St. Elmo Fire Hall retains the right to cancel any rental agreement, if a rental agreement is completed incorrectly, or the Renter attempts to not comply with the terms of the agreement.

Renter must ensure that participants remain within areas that relate to this rental agreement.

Catering is allowed from Renter's preferred vendor.

If alcohol is served, a licensed bartender or other certified and trained person must be provided. Underage drinking is not permitted, in accordance with the law.

Will alcoholic beverages be consumed during the event? (circle one) Yes No

Rental Agreement

This rental agreement made and entered into this _____ day of _____, 20____ between The St. Elmo Fire Hall, also called "Lessor" and _____ hereinafter called "Renter". The St. Elmo Fire Hall is located at 4501 St. Elmo Avenue, Chattanooga, TN 37409

Indemnity

Renter shall release, indemnify, keep and save harmless The St. Elmo Fire Hall, its agents, officers, employees, owners, or members from any and all responsibility or liability for any and all damages or injury of any kind or nature whatever (including death) to all persons, whether agents or employees of the Renter or persons attending the events for which the premises have been leased, and to all property damage proximately caused by, incident to, resulting from, arising out of, occurring in connection with, the use by the Renter of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses, including reasonable attorney's fees.

Set-Up

Access to the facilities for setting up, including Caterers set-up, will be during the hours stated on this rental agreement or as agreed to in advance. Renter is responsible for all set-up and break down. The St. Elmo Fire Hall may request a written schedule for set up, event, and clean up if deemed necessary.

Any damage or loss to facilities during the rental period, or upon delivery/pick-up/clean-up or resulting from any Caterer's or service provider's action will be the responsibility of the Renter. This includes damages to any part of the structure, appliances, furniture, or other facilities within or outside the building.

Rental Fees

The Rental Fee will be \$_____ for rental during the following rental period:

Starting time: _____ am / pm on ____/____/20____

Ending time: _____ am / pm on ____/____/20____

Set up and clean up time must be calculated into the rental period. In the event the Renter should need the Fire Hall past the contracted rental period, an additional fee will be applied. If anyone remains in the building after the rental period, for any reason, an additional fee of \$75 per hour (or partial hour) will be applied.

Amenities and Fees

The Fire Hall may provide tables, chairs, and other amenities, based on rental period and needs.

Amenity Description	Fee
# _____ Chairs @ \$1.50 each (up to 60)	\$
# _____ 8 ft-long rectangular tables (no more than 6)	FREE
	\$
Total Amenities Amount	\$

Host Requirements and Fees

Depending on the size of the event, Fire Hall hosts may be required to be present during the event for security, lock up and assistance. The renter agrees to pay cost for Fire Hall host(s) at \$25 per hour, in addition to the base rental fee.

Hosts Required / # of hours	Fee
	\$
	\$
Total	\$

Cleaning Fees

The premises must be left in the condition in which they were found at the beginning of the rental period and will be approved by a St. Elmo Fire Hall Representative. All food, beverages, equipment and rented supplies must be removed from the premises immediately after each use of the facilities. Any catering areas used must be cleaned and left in the condition in which they were found. All trash must be removed from the building. All floors must be swept and/or mopped after use of space. Renter must immediately take care of any spillage.

A standard \$75.00 fee is charged for clean-up after an event. If an exceptional amount of cleaning is required, additional fees will be charged.

Estimated Cleaning Fee: \$_____

Security Deposit

A security deposit may be required. The deposit will be held until after the event and returned after inspection of the Fire Hall. The security deposit is based on the size and nature of the event.

Total Fees

Item	Amount
Base Rental	\$
Amenities	\$
Host Fees	\$
Cleaning Fee	\$75.00
Total Rental Amount	\$

The total rental fee plus payment for staff present is due at least one week before the event is scheduled. A minimum of \$200 down payment is required to secure a rental date and time.

Cancellation Fees

A cancellation after a written contract has been signed by the Renter will be accepted in writing only. The cancellation fees will operate on the following schedule:

- 90+ days from event, 10% of total rental amount.
- 61-89 days from event, 25% of total rental amount.
- 15-60 days from event, 50% of total rental amount.
- 14 days or less until event, 75% of total rental amount.

Any balance remaining will be returned to the renter, via mail.

Returned Checks

There will be a \$35.00 fee for any returned check.

Acknowledgement

The Renter agrees to rent The St. Elmo Fire Hall during the stated rental period dates and times, in accordance with the terms of this rental contract. The space will be available to the renter during the times stated on this contract only. Therefore renter should include sufficient time for set up and cleanup. Rental fees are based on a block of time and are inclusive of the set-up and clean-up time. The Renter will comply with all terms of this agreement.

Renter's Name: _____ Organization _____

Phone: _____

Address: _____

City _____ State _____ Zip _____

Email _____

Contact Person _____ Phone: _____

Address _____

By signing this rental agreement, the Renter agrees to comply with all of the terms of this agreement.

By signing this Rental Contract, the Renter acknowledges having read and understood the terms of this contract and acknowledges that this Rental Contract is binding both on the parties and the organizations they represent.

Renter:

Signature: _____ Print Name: _____

Title: _____ Organization: _____

Phone #: _____ Date Signed: _____

St. Elmo Fire Hall Representative:

Signature: _____ Print Name: _____

Title: _____ Date Signed: _____