

# The St. Elmo Fire Hall

## Facility Rental Agreement

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### 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:

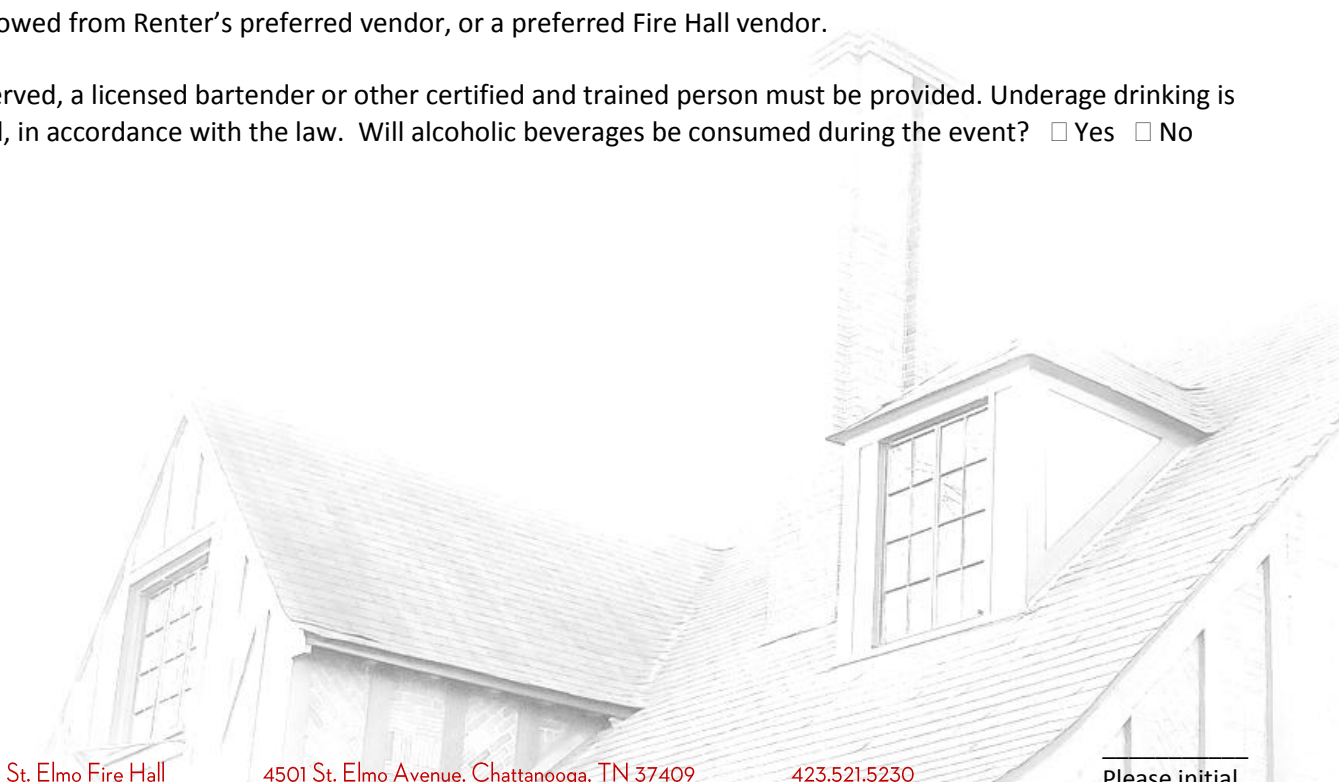
- 75 people for a stand-up, indoor/outdoor event
- 50 for an indoor gathering or sit-down dinner in the Main Hall downstairs
- 75 for an indoor gathering or sit-down dinner in the Main Hall downstairs and the Community Room upstairs
- 25 For smaller meetings in the Community Room upstairs (discounted cost)

**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 or artwork 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.

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

Catering is allowed from Renter's preferred vendor, or a preferred Fire Hall 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?  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 to facilities or artwork during the rental period, or upon delivery/pick-up/clean-up/ or resulting from any Caterer's action will be the responsibility of the Renter. This includes damage to the walls, floors, fixtures, equipment, and artwork.

**Rental Fees**

The Rental Fee will be \$\_\_\_\_\_ for rental of \_\_\_\_\_ 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 \$50 per hour (or partial hour) will be applied.

**Amenities and Fees**

The Fire Hall is rented unfurnished, but will provide tables, chairs, linens, and other amenities, based on rental period and needs.

Amenity Description	Fee

### 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 Fire Hall hosts \$20 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 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 of \$ \_\_\_\_\_ is required. The deposit will be held until after the event and returned after inspection of the Fire Hall.

### Payment Schedule

Rental, Amenities, Hosts, and Cleaning Fees	Date
\$	
\$	
\$	
\$ (Total)	

Security Deposit	Date
\$	

The rental fee plus payment for staff present is due at least one week before the event is scheduled. The St. Elmo Fire Hall will accept American Express, MasterCard, or Visa, with a 3% processing fee.

**Cancellation**

A cancellation after a written contract has been signed will be accepted in writing only. The refund schedule is as follows, based on cancelation date of:

- 61+ days from event, 90% refund of deposit
- 45-60 days from event, 75% refund of deposit
- 15-44 days from event, 50% refund of deposit
- 14 days or less until event, 25% refund of deposit

**Returned Checks**

There will be a \$35 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: \_\_\_\_\_ FAX: \_\_\_\_\_

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: \_\_\_\_\_

