



**GARDEN SPOT FIRE RESCUE**  
**RENTAL HALL AGREEMENT**

DATE OF EVENT \_\_\_\_\_

RENTAL COST..... \$ \_\_\_\_\_ (\$400/day)

REFUNDABLE DEPOSIT..... \$ \_\_\_\_\_ (\$100/day)

KITCHEN RENTAL..... \$ \_\_\_\_\_ (\$100/day)

REFUNDABLE KITCHEN DEPOSIT... \$ \_\_\_\_\_ (\$100/day)

TOTAL RENTAL COSTS..... \$ \_\_\_\_\_

\_\_\_\_\_  
LESSEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
LESSOR AGENT SIGNATURE

\_\_\_\_\_  
DATE

LESSEES NAME \_\_\_\_\_

REPRESENTING \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ HOME \_\_\_\_\_ CELL \_\_\_\_\_ WORK \_\_\_\_\_

**PLEASE SIGN AND RETURN ONE COPY WITH PAYMENT TO:**

**GARDEN SPOT FIRE RESCUE,  
ATTN: BECKY HARTRANFT  
339 E. MAIN STREET  
NEW HOLLAND, PA. 17557**

## **HALL RENTAL RULES AND REGULATIONS**

1. ALCOHOL /DRUGS ARE PROHIBITED ON PREMISES, NO SMOKING IN AUDITORIUM OR ADJACENT LOBBY AREAS.
2. TABLES AND CHAIRS ARE NOT TO BE REMOVED FROM THE PREMISES.
3. NO NAILS, SCREWS, TAPE OR ANY FASTENING HARDWARE OF ANY TYPE ON THE WALLS. ANY DAMAGE CAUSED BY THE LESSEE OR THEIR GROUP WILL BE THE RESPONSIBILITY OF THE LESSEE AND WILL BE BILLED ACCORDINGLY.
4. HEATING/AIR CONDITIONING THERMOSTAT MAY BE ADJUSTED AS NEEDED. TURN SYSTEM OFF AT END OF EVENT.
5. LESSEE HAS NO KITCHEN PRIVILEGES WITHOUT PROPERLY APPROVED KITCHEN LEASE AGREEMENT.
6. LESSEE HAS USE OF AUDITORIUM AND RESTROOMS.
7. AUCTIONS: ALL ITEMS MUST BE REMOVED FROM THE SITE THE SAME DAY OF THE SALE. THEREAFTER A CHARGE OF \$10.00 PER DAY PER ITEM WILL BE CHARGED.
8. THE FIRE COMPANY IS NOT RESPONSIBLE FOR ANY DAMAGE OR MISPLACED ITEMS THAT ARE LEFT ON THE PREMISES OVERNIGHT.
9. ALL TRASH SHOULD BE PLACED IN TRASH CAN AND PUT IN THE DUMPSTER OUT BACK AND FLOOR SHOULD BE CLEANED PRIOR TO LEAVING.
10. MARQUIS SIGN AVAILABLE FOR POSTING EVENT INFORMATION 1 WEEK PRIOR TO EVENT DATE. MARQUIS IS SCROLLING AND EVENT WILL BE POSTED ALONG WITH COMPANY INFORMATION. NO ADDITIONAL COST.
11. FULL PAYMENT MUST BE RECEIVED 30 DAYS PRIOR TO EVENT.
12. REFUNDABLE DEPOSIT WILL BE RETURNED AFTER INSPECTION BY A GSFR OFFICER WITHIN FIVE DAYS OF THE EVENT. TABLES & CHAIRS MUST BE PUT AWAY OR DEPOSIT WILL NOT BE RETURNED. PLEASE SEND A SEPARATE CHECK FOR DEPOSIT.

***PLEASE INITIAL HERE SIGNIFYING YOU ACKNOWLEDGE THE RULES/REGULATIONS AS WRITTEN ABOVE***

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### **Hall Rental Contact Information:**

**Becky Hartranft**  
**(717) 355-9240 – (call/text)**  
[beckyh@gsfr39.net](mailto:beckyh@gsfr39.net)