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Shawnee Volunteer Fire Company Incorporated  
3747 Lockport Road  
Sanborn, NY 14132  
(716) 249-0083, (716) 731-8012 (fax), Events@shawneevfc.org  
HYPERLINK "http://www.shawneevfc.org" [www.shawneevfc.org](http://www.shawneevfc.org)

## Hall Rental Agreement

Renter's Name (Please print): \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Address: \_\_\_\_\_

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

Time of Function: \_\_\_\_\_ to \_\_\_\_\_ **(Limit 6 hours)**

Arrival for set-up: \_\_\_\_\_ **(Limit 1 hour ahead and 1 hour after)**

**( \$50 will be added for every hour, if event needs more set up than the allowed set up time this is a non negotiable price)**

Number of People: \_\_\_\_\_

Hall Rental fee \$ \_\_\_\_\_

Beverage fee \$ \_\_\_\_\_

Total Cost \$ \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ Paid via: Cash: \_\_\_ Check (#): \_\_\_\_\_

Credit Card: Name: \_\_\_\_\_ Number: \_\_\_\_\_

EXP: \_\_\_\_\_ CVC \_\_\_\_\_ Zip code associated w/cc \_\_\_\_\_

**\*Main Hall \$200 Deposit due to reserve the date\***

**\*Mini Hall \$100 Deposit due to reserve the date\***

**\*Final payment due prior to end of event\***

Make checks payable to: Shawnee Volunteer Fire Company Inc.

There will be a \$50.00 charge for bounced checks.

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Shawnee contact information:

**Josh / Alysia: (716)-249-0083**

I \_\_\_\_\_ agree to all the terms listed in this agreement

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Booking Chairman \_\_\_\_\_ Date: \_\_\_\_\_

## Hall Rental and Beverage Pricing

**Effective Date: 01/8/2026**

### **Hall Rental** (check one)

( Hall rental includes the two bartenders and one attendant for Main Hall rental)

2 Bartenders \$100.00

1 Attendant \$100.00

Main Hall (Includes Mini Hall if desired): \$850.00

( Mini hall rental includes the bartender and attendant in the price)

1 Bartender \$50.00

1 Attendant \$50.00

Mini Hall Only (max 50 people): \$350.00

**Beverage Pricing (per Person)\*\$**(check one)

**House Liquor** (includes beer, box wine and pop)

**\$15.00**

Bacardi Rum, Mr. Boston Vodka, Seagram's 7 \Whiskey, Clan MacGreggor Scotch, Gordon's Gin

**Premium Liquor** (includes beer, box wine and pop) **\$20.00**

Bacardi Rum, Captain Morgan Rum, Smirnoff Vodka, Seagram's 7 Whiskey, Southern Comfort Whiskey Jack Daniel's Whiskey, Dewar's Scotch, Tanqueray Gin

**Beer, Wine and Pop Only**



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**\$9.00**

Draft Labatt's Blue, Draft Coors Light, and O'Doul's Non-alcoholic Beer

All Soda Pop choices are Pepsi Products

**Pop Only**

**\$5.00**

All Soda Pop choices are Pepsi Products

**Cash Bar House Premium**

Mixed Drinks \$5.00

\$7.00  
Draft Beer

\$3.00

Wine  
\$3.00  
Pop  
\$1.00

**§ Beverage prices include applicable sales tax.**

**Rules:**

- 1) Bartenders will be provided by Shawnee Volunteer Fire Co., Inc. only; no outside or privately retained bartenders will be permitted
- 2) Deposit of (\$200.00 for Main hall) (\$100.00 for Mini Hall) must be made upon signing agreement. Deposit is refundable if:
  - (a) Event is cancelled more than 60 days prior to scheduled event OR
  - (b) If less than 60 days prior to scheduled date of event; and another event is scheduled in its place.
  - (c) The deposit will be applied towards rental price at time of full payment.
- 3) Renter will be held financially responsible for any physical damages caused during

event. Page 3 of 6

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Shawnee

Volunteer Fire Company, Inc. reserves the right to require Renter to provide a major credit card upon signing agreement, which shall be charged for reimbursement of any and all such damages due to negligent or intentional acts or omissions during event caused by Renter or guests. The Renter specifically agrees that Shawnee Volunteer Fire Co., Inc. may charge the card for costs incurred as a result of any such damages and further that Renter shall also be responsible for any such costs that exceed what was able to be collected on the credit card.

4) Maximum 6-hour length. Extension of time will be reviewed with rental coordinator and may result in additional fees depending on services requested.

5) Bar will be open for duration of event unless closed for dinner or other function, unless otherwise agreed upon. If event goes over the allotted time agreed upon at the \$300 an hour on every first minute of every hour the event goes after the agreed upon time.

- 6) Bartenders shall have the right to refuse service to anyone for any reason, and to verify ID and age of all persons seeking service of alcoholic beverages.
- 7) Areas of hall not specifically rented are off limits.
- 8) The entire building is a no-smoking facility.
- 9) Guests may not park in front of fire truck doors or parking lot in front of truck doors.
- 10) The use of kitchen is prohibited except for a licensed and insured caterer; Shawnee Volunteer Fire Company, Inc. reserves the right to verify licensing and proof of insurance coverage prior to its approval of all caterers.
- 11) Subject to the limitations of paragraph
- (12) below, no outside food or beverages may be brought into facility.
- 13) No pitchers of beer or pop will be provided unless agreed upon with rental coordinator
- 14) Nothing to be attached to walls by any manner.
- 15) No standing on tables or chairs within the Hall.
- 16) Caterer's fee shall be separately negotiated, contracted, and paid by Renter, and is not included in payment for hall.
- 17) Final payment of Hall rental shall be due and payable prior to setup for event unless specific prior arrangements are made by and agreed to by both parties in writing.

By initialing here renter agrees to all terms and rules\_\_\_\_\_

**Insurance disclaimer:** I wish to use the facility owned and/or maintained by the Shawnee Volunteer Fire Co., Inc. for the purposes of \_\_\_\_\_ ("my event"). I understand that I will be charged a Hall rental fee for use, and that I will be legally responsible for all that occurs during my event, and that I will further defend, indemnify and hold Shawnee Volunteer Fire Co., Inc. harmless for all claims of any type that might result from my event. Specifically, I understand:

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1. Shawnee

Volunteer Fire Co., Inc. does not supervise my activities or the facilities in any fashion except for the service

of beverages, including alcohol. I certify that all activities will be in full compliance with all local, state and federal laws or regulations.

155196752. I cannot rely upon Shawnee Volunteer Fire Co., Inc. for assurances, express or implied, that my event will not cause harm to me or others. By allowing me to utilize the facility, Shawnee Volunteer Fire Co., Inc. is also making no assurances whatsoever that no harm will come to me, my invitees, or my guests either by my activities, or by the facility itself. I am fully responsible to ensure that the facility is adequate to engage in my activities safely, and if I deem that they are not, I will refrain from any activities. This will be my sole responsibility.

155196753. I understand the activities that I will engage in during my event, and the risks associated therewith. The Shawnee Volunteer Fire Co., Inc. provides me with no information in this regard, and that if I am not able to hold the event safely, I will refrain from any such activities. This will be my sole responsibility.

155196754. Not only do I agree to be legally responsible and defend, indemnify, and hold harmless Shawnee Volunteer Fire Co., Inc. and any of its principals, agents or employees for any harm that may come to me, my fellow members, my guests, or my invitees as a result, direct or indirect, to me as a result of the activities or as a result of the facilities, but in consideration of the use of the facility, I further agree to defend, indemnify, and hold harmless Shawnee Volunteer Fire Co., Inc., and any of its principals, agents and employees for any claims, including, without limitation, those resulting from alleged acts of negligence on the part of myself, my fellow members, my guests, or my invitees.

5. It is my knowing intention to provide the Shawnee Volunteer Fire Co., Inc., and any of its principals, agents, employees or members the broadest protections against lawsuits that are available.

I have read the above information, agree to it, and have had an opportunity to ask any questions that I have. If I am signing on behalf of an organization, I certify that I am authorized to agree to the terms and conditions of this agreement on behalf of the organization, and the organization's' members.

By initialing here renter agrees to all terms \_\_\_\_\_

## **Shawnee Vol. Fire Co. Request to post message/advertisement on outside sign board**

Name/Organization; \_\_\_\_\_





Phone#: \_\_\_\_\_

Message request; (up to 5 lines of text)

Any graphics provided/needed? ; \_\_\_\_\_

Date to start message runtime; \_\_\_\_\_

Date to end message runtime; \_\_\_\_\_

