

Ridgway Fire Department Hall Rental

Mail with your deposit to:
517 McClellan St.
Ridgway, PA 15853
814-389-3739

The Ridgway Fire Department is a SMOKE FREE HALL

Person Renting Hall _____

Address _____ Rental Date _____

Phone _____ Cell _____

Hall being rented for _____ Wedding, Party, Etc.

Type of Rental

_____ Full Rental

Deposit at time of Booking: \$300.00
\$550.00 due one month before rental date = \$850

\$100.00 will be returned after hall has been cleaned and checked.

The RFD will have the hall cleaned for you at a charge of \$250.00 and this must be arranged at the time of booking.

(Normal Wedding rental - Thursday night 6pm, thru Sunday @ 2pm - \$750.00)

Note: If your reception is on a Friday night, then your rental will run from Wednesday night through Saturday at 2pm. **Sunday not included**



Hall must be paid in Full, One month prior to the date of rental.

Renter is responsible for all actions that take place in the hall.

Renter is responsible to make sure hall is cleaned after use.

Please keep doors closed if (Air Conditioner is running)

PLEASE, NOTHING ALLOWED TAPED TO OUR WALLS.

A \$100.00 Deposit will be mailed back to the Renter after hall has been

Returned to its original condition and inspected.

Thank you for **NOT SMOKING** in our Fire Hall.

Yes, we are interested in having the hall cleaned by the Ridgway Fire Dept. at a cost of \$250.00 _____

Damages:

Renter will be charged \$250.00 for damaged tables

\$50.00 for damaged chairs

Dear Renter,

Our Fire Hall uses a push button security entrance lock, a 4 digit code will be needed.

Please select a code _____ that you can remember. This code will be applied to the front door the Thursday afternoon of your rental. You may give this code to whomever you need to during your rental. The Rental person will show you how to use the lock.

Thank you.

Signature of Renter

Today's Date

Signature of Fire Dept. Rep.

Must call Fire Representative 1 hour before leaving hall so it can be inspected

Ridgway Fire Department, Inc.

www.ridgwayfire.org

Renters, please keep this page for your records for cleaning instructions and **Deposit returns.**

Hall renters, below is a check list that must be completed when cleaning the hall

Kitchen:

- Wash all dishes and pans_____
- Wipe off all counters_____
- Clean and dry all sinks_____
- Empty all refrigerators of food_____
- Put away clean dishes, pans, pitchers etc._____
- Empty all trash and place in dumpster out back_____
- Empty and rinse out coffee pots/baskets_____
- Sweep and mop floor-do not need to vacuum rugs, just roll them up. They will be put back down by the Cleaners_____
- Pull down metal doors in kitchen and lock door_____

Bathrooms:

- Empty trash_____
- Sweep and mop floor_____
- Check for any damages in both bathrooms_____

Main Hall:

- Return tables and chairs according to chart_____
- Remove any and all decorations_____
- Wipe off all tables-put 6 chairs on tables_____
- Sweep and mop entire floor, do not vacuum rugs_____
- Empty trash_____

Front and Rear of Building

Please make sure that all cigarette butts and beer glasses are picked up, area is clean of debris.

Thank you for using the Ridgway Fire Hall.



Deposits will be mailed to you within two weeks of your rental date.

Questions/Comments to ridgwayfire@comcast.net