

# 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

(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 \$300.00 \_\_\_\_\_

## 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](http://www.ridgwayfire.org)

## 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 \$300.00 and this must be arranged at the time of booking, and paid for in full one month before your hall rental.

Deposit \_\_\_\_\_ Ck # \_\_\_\_\_

Balance Due \_\_\_\_\_

## Cleaning Instructions.

### 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, Clean Rugs  
Empty trash \_\_\_\_\_

Dumpster at rear of building

**Renters: Please follow this diagram when putting the hall back the way it was, Thank you.**

