

BURKE VOLUNTEER FIRE and RESCUE DEPARTMENT (BVFRD) Fairfax County Company 14

9501 Old Burke Lake Road, Burke, Va. 22015

(703) 764-8842

DECLARATION PAGE

RENTING PARTY: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EVENING or CELL PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ NUMBER OF GUESTS (250 or less): \_\_\_\_\_

ALCOHOL: Yes\* \_\_\_\_\_ No \_\_\_\_\_

*\*Alcohol beverage liability form must be signed.*

DATE OF EVENT: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**(If any event is cancelled less than 60 days prior to the date scheduled for the event, BVFRD reserves the right to retain all monies collected.)**

EVENT START TIME: \_\_\_\_\_ EVENT END TIME: \_\_\_\_\_ CLEANUP HOUR: \_\_\_\_\_

(Final hour is for cleanup; kitchen closed, music off, lights on, no more drinks served. **Non-compliance will result in deposit being withheld.**)

RENTAL COST (\$250.00 per hour): \_\_\_\_\_

FULL KITCHEN USE FEE (use of STOVE/OVEN\*\*)((\$200.00): Yes \_\_\_\_ No \_\_\_\_

**\*\*Only licensed and insured caterers permitted to cook on stove or use conventional oven!!**

TOTAL RENTAL COST: \_\_\_\_\_ CASH \_\_\_\_ CHECK # \_\_\_\_\_ PayPal (3% fee) \_\_\_\_\_

50% BALANCE DUE \_\_\_\_\_ Event hours due

(NO LESS THAN 60 DAYS PRIOR TO EVENT)

50% BALANCE DUE \_\_\_\_\_ Floor Plan due

(NO LESS THAN 30 DAYS PRIOR TO THE EVENT)

**\$600.00 SECURITY / DAMAGE DEPOSIT REQUIRED FOR ALL EVENTS.**

DEPOSIT: \_\_\_\_\_ CASH \_\_\_\_ CHECK # \_\_\_\_\_ PayPal (3% fee) \_\_\_\_\_

I, \_\_\_\_\_, as an individual or an authorized representative of the Renting Party have read, received and agree to the terms and conditions set forth in the attached Hall Rental Agreement provided to me on this date, to which this Declaration Page shall serve as the signature page to the entire Hall Rental Agreement.

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

AUTHORIZED by BVFRD: \_\_\_\_\_ DATE: \_\_\_\_\_