

# Fire Hall Rental Application

## Aurora Colden Fire District No. 6

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1864 Davis Road  
West Falls New York 14170  
(716) 652-1353

Thank you for your interest in renting the West Falls Fire Hall. Please feel free to contact us at any time to further assist you with your Rental. We hope that you find that our Hall will satisfy all of the needs of your function.

### WEST FALLS FIRE HALL RENTAL RULES AND REGULATIONS

For the purpose of these Rules and Regulations as well as contractual terms, the following definitions relate to the West Falls Fire Hall Rental:

**Lessee:** The member of the General Public, Business or other Organization that is agreeing to pay the \$250 refundable deposit for the use of the Fire Hall. The person requesting the use of the Fire Hall must be physically present throughout the entire duration of the requested rental use.

**Owner:** The Aurora Colden Fire District No. 6 ("Fire District")

**Fire Hall:** Community Room at the West Falls Fire Company that the lessee is utilizing for his/ her function, located at 1864 Davis Road, West Falls, NY 14170.

**Facility:** Those portions of the Fire Hall that are utilized during the lessee's function (*i.e.*, Community Room, Bathrooms, Kitchen, etc.).

Please return your completed application to the Fire District. You can mail it to 1864 Davis Road, West Falls, New York 14170 or stop in at the Fire Hall on Thursday evenings from 7-8 PM.

**Deposit:** All lessee applicants, except active members of the West Falls Fire Company are required to pay a \$250 refundable deposit.

Your completed application will be reviewed by the Aurora Colden Board of Fire District No. 6 Board of Fire Commissioners, ***which meets the first Monday of each month***, and the West Falls Fire Company Executive Board, ***which meets the last Monday of each month***, for approval. You may be contacted for clarification or additional information.

Your facility reservation is not considered complete until all necessary information has been turned in. This includes the Application, Hold Harmless Agreement, Deposit, the Certificate of Insurance, and an approved New York State Liquor Authority permit (if required). If one of these items has not been turned in by the week prior to your event, your event will be cancelled.

Thank you,

Board of Fire Commissioners  
Aurora Colden Fire District No. 6

## AURORA COLDEN FIRE DISTRICT NO. 6

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# APPLICATION FOR RENTAL OF FIRE HALL

I, \_\_\_\_\_, with an address of \_\_\_\_\_ and a phone number of: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ do hereby request use of the West Falls Fire Hall, located at 1864 Davis Road, West Falls, NY 14170, and owned by the Aurora Colden Fire District No. 6.

SPACE REQUESTED	DATES OF USE	INCLUSIVE TIMES
Community Room		
Kitchen		
Parking Lots		

PURPOSE: Use of the facility is requested for the specific purpose of:

EVENT WILL BE: (CIRCLE ONE)      PUBLIC PRIVATE      EVENT NAME (IF ANY):

### SPECIFIC DATA RELATED TO EVENT

<b>EXPECTED ATTENDANCE:</b> REVOLVING ESTIMATED TOTAL ATTENDANCE <b>OR</b> FIXED: ATTENDANCE EACH DAY	<b>TICKET SALES: (CIRCLE ALL THAT APPLY)</b> ADVANCE AT DOOR    INVITATION    N/A
<b>USE OR SALE OF ALCOHOLIC BEVERAGES:</b> CIRCLE ONE: YES/SALE    YES/FREE    NONE	<b>ADMISSION CHARGE (ENTER AMOUNT)</b> \$
<b>ARE YOU SERVING FOOD/DRINK? CIRCLE ALL THAT APPLY</b> FOOD      BEVERAGES      CATERER      SELF	<b>NAME/ADDRESS/PHONE OF CATERER</b>

**DESCRIBE ANY TEMPORARY CONSTRUCTION AND SETUP:** (INCLUDE ITEMS SUCH AS BLEACHERS, STAGES, PLATFORMS, BOOTHS, ELECTRICITY, LIGHTING, DECORATIONS AND ANY OTHER SIMILAR PROPS)

**APPLICANT MUST READ EACH SECTION AND INITIAL IN THE COLUMN TO THE RIGHT**

<b>Rental Clauses</b>	<b>Initials</b>
<p><b><u>EMERGENCY CANCELLATION</u></b></p> <p>In the event the use of the space being rented under this agreement is required to support emergency purposes; is required by higher authority for emergency use; is required for the purpose of any Federal, State, or local municipal emergency; or is required to be closed to public access due to heightened Force Protection implementation, the agreement for use of Fire Hall will be cancelled without advance notice.</p> <p>Upon cancellation of an agreement under the condition(s) listed above, coordination and arrangements will be made to enable the lessee and the lessee's agents, workers, exhibitors and affiliated personnel to vacate the premises and to remove any and all equipment and merchandise as quickly as possible.</p> <p>Upon termination of any agreement under the conditions above, the Fire District will take steps to initiate a refund of the deposit for days not already used by the lessee under the agreement, if appropriate.</p>	
<p><b><u>BOOKING/RESERVING DATES</u></b></p> <p>Upon receipt of this application by the Fire District, the date(s) requested may be tentatively booked pending approval of this application. If the dates requested are not available, applicant will be notified and may request alternative dates. <b>Booking the dates is no guarantee the application will be approved.</b></p>	
<p><b><u>DEPOSITS, AND REFUNDS</u></b></p> <p>Deposit in full must be made no less than ten (14) business days prior to the start date of your event. Deposit must be in guaranteed funds (certified check, bank check, money order) unless prior approval for alternative payment has been granted by the Fire District. If full Deposit is made 90 days or more prior to the start date of the event, personal checks will be accepted.</p> <p>At the conclusion of said event, a representative will inspect the facilities for damages and/or misuse. Deposits may be returned after said inspections. <i><b>If Lessee wishes to donate the deposit to the West Falls Fire Company, please fill out the donation portion at the end of the form.</b></i></p>	
<p><b><u>LIABILITY INSURANCE</u></b></p> <p>Evidence of General Liability Insurance, in effect for the entire lease period, written by a licensed New York State carrier must be provided. Evidence of General Liability Insurance, in effect for the entire lease period, written by a licensed New York State carrier must be provided. Minimum coverage of \$500,000 liability insurance is required. Proof must be in the form of a Certificate of Insurance naming the Aurora Colden Fire District No. 6 as Additional Insured. All Hall Rentals require a Hold Harmless Agreement. Coverage must include move in and move out days.</p>	
<p><b><u>OCCUPANCY RATES</u></b></p> <p>Maximum occupancy rates are posted in the kitchen area of the fire hall. It must be noted that the occupancy codes routinely posted are for an empty space or for the space containing whatever daily furnishings are in said space. The maximum occupancy allowed under law will be reduced when tables, chairs, podiums, booths and similar items are placed in the space and create less open floor space. The Fire District will work with the lessee to revise floor plans and set-ups to maintain adequate egress patterns and will inform the lessee what the revised maximum occupancy is. Lessee will be responsible for ensuring compliance at all times during the lease time period.</p>	
<p><b><u>ADVERTISING</u></b></p> <p><b><i>DO NOT ADVERTISE THE EVENT UNTIL THIS APPLICATION IS APPROVED AND A CONTRACT IS EXECUTED FOR THIS EVENT.</i></b></p> <p>The West Falls Fire Company will not be responsible for any damages or costs incurred by the lessee if an event is advertised in advance of contract approval and approval is subsequently denied.</p>	
<p><b><u>RULES, LAWS, REGULATIONS</u></b></p> <p>Lessee shall be responsible for compliance with any and all applicable Federal, State or local laws, rules and regulations pertaining to the event.</p>	
<p><b><u>NONDISCRIMINATION</u></b></p> <p>Discrimination due to race, creed, color, national origin, sex, or disability or marital status of a lessee or by a lessee is prohibited. All facility uses must be in accordance with the nondiscriminatory assurance contained in Section 296 of the New York State Executive Law.</p>	
<p><b><u>ANIMALS</u></b></p> <p>No animals or pets are permitted in the facility except as an approved exhibit, activity or lease use legitimately involving animals. In such leases, all state and local laws and ordinances shall be complied with. Service animals are the only exception.</p>	

<b><u>HAZARDOUS DANGEROUS PRODUCTS</u></b> Materials considered to be hazardous, dangerous, flammable, or incendiary may not be brought into the facility unless approval is obtained, in advance, from the Aurora Colden Fire District. In such cases, justification must be provided and any necessary permits from local authorities must be obtained. Pyrotechnics and similar materials fall under this category.	
<b><u>DAMAGES</u></b> Lessee is responsible for any and all damages to the facility caused by lessee's agents, employees, patron's guests, and artists whether accidental or otherwise. Lessee agrees to leave the facility in the same condition as when received, ordinary wear and use excepted, and to be responsible for additional costs incurred because of an unusual amount of post-event cleanup. An inspection of the areas to be leased, before and after the event will be conducted by the applicant and Rental Coordinator to note any pre-existing deficiencies.	
<b><u>USE OR SALE OF ALCOHOLIC BEVERAGES</u></b> New York State Liquor Authority ("SLA") permit is required (No exceptions). It is permissible to serve alcohol at events held in the Fire Hall provided all applicable laws and ordinances are adhered to and the NYS SLA grants approval. It is the lessee's responsibility to ensure alcohol is not served to, nor consumed by people under 21 years of age.	
<b><u>BREACH OF TERMS</u></b> In the event of the nonperformance, breach or violation by the lessee or those acting under the jurisdiction and control of the lessee of any of the terms, conditions or covenants of this agreement, this agreement shall, at the option of the Fire District be determined and cancelled, and the Fire District shall have the right to re-enter upon and repossess the said premises and remove the customer.	

I certify that the information provided by me is true and complete. I further acknowledge that I have read, initialed and agree to abide by the terms and conditions listed on this form. Any misrepresentation or omission by me in this application will make this application null and void. I have read and agree to all terms and conditions in the attached Rental Agreement and Hold Harmless agreement.

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

\_\_\_\_\_  
DATE

INTERNAL USE ONLY	
West Falls Fire Company	Aurora Colden Fire District No. 6
Approve / Disapprove	Approve / Disapprove
Signature & Date	Signature & Date



## **West Falls Fire Company**

1864 Davis Rd  
West Falls, N.Y. 14170  
Phone: (716) 652-1353



### **West Falls Fire Company Hall Rental Rules and Regulations**

**All groups using the facilities of the West Falls Fire Hall at 1864 Davis Road must observe the following rules:**

1. Park on the rear and side of the fire hall, making sure that all bay doors are not blocked so that fire vehicles may leave the hall. Ensure responding fire and EMS personnel have ample room to park in case of an emergency.
2. All Exterior Doors and windows must remain in a Closed Position, The Air Conditioning and Heating Systems are designed to control the humidity and temperature of the hall. Open doors also allow insects to enter building.
3. No persons shall have access to truck bays for any reason.
4. No chairs or tables are to be used outside.
5. No stakes may be used to put holes through pavement of parking lot to put up tents.
6. No tape should be used on walls or ceilings.
7. The West Falls Fire Hall is a Non-Smoking Facility.
8. The area outside the hall should be left clean of all rubbish, cigarette butts, paper cups, etc.
9. All garbage shall be placed in dumpster, if dumpster will not accommodate the trash it is the responsibility of the person renting the hall to make their own arrangement to dispose of the garbage.
10. Utensils, Coffee Makers, Silverware, Dishes, Knives, Plates, etc. Belonging to WFFC shall not be used without prior arrangements being made with WFFC.
11. Hall must be left clean, if moping is necessary, only clear water can be used, no soap is necessary and will ruin floor's finish.
12. When leaving be sure that
  - a. All windows and doors are locked, all lights are turned off.
  - b. Stove burners and ovens. Coffee Pots have been turned off.

Above Rules and Regulations were adopted by the West Falls Fire Company along with the recommendations of the Aurora Colden District No. 6 Board of Fire Commissioners

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\_\_\_\_\_  
*Date of Rental*

\_\_\_\_\_  
*LESSEE Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*West Falls Fire Company Representative*

\_\_\_\_\_  
*Signature*

# West Falls Fire Company's Request for a Donation

**We hope your rental of the West Falls Fire Company's facilities fulfilled the needs of your event.**

The West Falls Fire Company values your donations highly. We use that money to purchase supplies and equipment. We have purchased items such as defibrillators in order to protect those whom we serve. If you would like to stop and see any of our equipment or are interested in joining the Fire Company, please stop at the fire hall on Thursday evenings from 7:00 PM until approximately 9:00 PM.

*Date:* \_\_\_\_\_

*Donation Amount:* \$ \_\_\_\_\_

*Donor Name:* \_\_\_\_\_

*Donor Address:* \_\_\_\_\_

*Donor's Signature:* \_\_\_\_\_

Checks may be made payable to the *West Falls Fire Company*.

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## Please Retain for Your Records

### Receipt for a Donation to the West Falls Fire Company

1864 Davis Road  
West Falls, NY 14170  
716-652-1353

*Date:* \_\_\_\_\_

*Donation Amount:* \$ \_\_\_\_\_

*Donor Name:* \_\_\_\_\_

*Donor Address:* \_\_\_\_\_

\_\_\_\_\_  
*West Falls Fire Company Representative*

\_\_\_\_\_  
*Signature*

***The West Falls Fire Company thanks you for your donation!***