

**Greater Springfield Volunteer Fire Department (GSVFD)
7011 Backlick Rd. Springfield, VA. 22150**

PAUL J. FILIPOWICZ COMMUNITY HALL RENTAL AGREEMENT FORM

Renter Name: _____ Renter Email Address _____

Renter Address: _____ City: _____ State: _____ Zip Code: _____
(used for refundable deposit)

Phone: Home _____ Work _____ Mobile _____

Hall Rental Event Date: Month: _____ Day: _____ Year: _____ Number of Guests (includes children): _____

Purpose of Event: _____ Start Time: _____ Finish Time: _____

*The start and finish times include Set-Up, Pickup, and Breakdown time.

**Quiet hours start at 11:00PM

Alcohol present: Yes No

DJ Name or Company _____
(N/A if not applicable)

If yes, ABC License: _____

Contact information _____

Objects hung, taped or suspended from the walls or ceilings: Yes _____ No _____

Hall Rental Fees:

Social Events	Corporate Events
<input type="checkbox"/> \$1500.00 Full Day Rental.....	<input type="checkbox"/> \$1600.00
<input type="checkbox"/> \$800.00..... Full Day Security Deposit	<input type="checkbox"/> \$750.00
<input type="checkbox"/> \$900.00..... Half Day Rental.....	<input type="checkbox"/> \$1000.00
<input type="checkbox"/> \$500.00..... Half Day Security Deposit.....	<input type="checkbox"/> \$500.00
<input type="checkbox"/> \$ _____ \$200/Hour Rate..... (minimum 3 hours) Rental..... \$200/Hour Rate \$	<input type="checkbox"/> \$ _____
<input type="checkbox"/> \$ _____ Hourly Rental Security Deposit.....	<input type="checkbox"/> \$ _____
<input type="checkbox"/> \$150.00..... Set-up Fee (remove and replace tables and chairs provided by GSVFD).....	<input type="checkbox"/> \$150.00
<input type="checkbox"/> \$200.00..... Cleaning Fee (required for social events).....	<input type="checkbox"/> \$150.00
<input type="checkbox"/> \$25.00..... Station Tour.....	<input type="checkbox"/> \$25.00
<input type="checkbox"/> \$50.00..... COVID Cleaning.....	<input type="checkbox"/> \$50.00

\$ _____ \$ _____ 1st Payment Date Received: _____ Payment Method: _____
Hall Rental Total (1/2 Rental, Set Up Fee, Cleaning Fee, Station Tour, Security Deposit)

\$ _____ 2nd Payment Date Received: _____ Payment Method: _____
(1/2 Rental) ** Due 30 days prior to event, not required for Authorization by GSVFD

Credit Card Name On Card: _____ Card Number: _____
Information: Card expiration Date: _____ (Month)/_____ (Year) Security Code: _____

Credit card information is required to reserve the date and time of the event and any incidentals that occur during the event not covered by the security deposit. GSVFD will charge the card after notification. There is a 3.7% surcharge.

I have read, received, and understand the terms and agreements set forth for the rental of the Paul J. Filipowicz Community Hall. I hereby understand the terms and agreements of this application and any noncompliance is subject to a portion or full withholding of my \$500.00 Security Deposit. Any violations or additional fees will be charged to the credit card above with notification from both parties.

Renter Name (Signature) Date Authorized By GSVFD Date