**LADIES AUXILIARY OF THE HOLLYWOOD VOLUNTEER FIRE DEPARTMENT**

(HOLLYWOOD VOLUNTEER FIRE DEPARTMENT, INC.)

P.O. BOX 411

HOLLYWOOD, MD 20636

catering@hvfd7.com

**KITCHEN RENTAL AGREEMENT**

This is a rental agreement made this **\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_** by and between the Ladies Auxiliary of the Hollywood Volunteer Fire Department/Hollywood Volunteer Fire Department, Inc., hereafter called *"Lessor"* and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereinafter called "*Lessee*".

The Kitchen Facility will be rented to the Lessee on the \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_ and is available to the Lessee on the day of the function only beginning at\_\_\_\_\_\_\_ am/pm.

The Lessee hereby agrees to pay the sum of $\_\_\_\_\_\_\_\_\_\_\_\_, **PLUS the $100 refundable security deposit** to be paid at least ten (10) days before the function for the use of the above facility, otherwise a cashier's check or money order will be required. **Checks should be made payable to the LAHVFD and mailed to: Ladies Auxiliary Hollywood Volunteer Fire Department, Attention: Kitchen Rental, P.O. Box 411, Hollywood, MD 20636**.

The Lessee acknowledges and accepts full responsibility for any damages or expenses incurred by Lessor as a result of Lessee's use of the kitchen facility and for any damages caused to the leased premises or Lessor's personal property, by Lessee, or its employees. If any legal action is necessary, the Lessee shall pay the Lessor's reasonable attorney fees and costs of litigation.

The Lessee agrees to use the premises in a safe and proper manner and further agrees that Lessor shall not be or become responsible for any injuries or damages caused by or to any employees, of either Lessee or the general public or any property belonging to any of the same.

The Lessee agrees to keep unobstructed and free for immediate passage, all exits, halls and passageways while the premises are being used.

The Lessee represents that it has caused the premises to be inspected and to be found entirely suitable for its intended use, and will notify Lessor immediately if it finds any defect or unsatisfactory conditions to exist prior to or during its use thereof.

All functions will have a signed contract. Any changes in the contract will be submitted in writing two (2) weeks prior to the event and signed by both parties involved.

The Lessee has chosen the kitchen rental clearly marked below. **PLEASE include refundable deposit**:

 \_\_\_\_\_ Full Kitchen Rental **$400 + $100 refundable deposit** which includes the following items: stove, refrigerator, TWO (2) deep fryers, standard coffee and tea pots, all convections ovens, steam pots, walk-in refrigerator and dishwasher.

**-OR-**

\_\_\_\_\_ Basic Kitchen Rental **$200 + $100 refundable deposit** which includes the following items: stove, refrigerator, ONE (1) deep fryer **(additional fryers- $25 each)**, standard coffee and tea pots and walk-in refrigerator. Dishwashing room will be locked.

No supplies are included in kitchen rental. Serving and cooking utensils are not provided. The commercial coffee machine and freezers are not included in kitchen rental. Some items may be available for an additional fee.

In addition to the Full or Basic Kitchen Rental, the Lessee has requested to rent the following kitchen items at an additional fee. The additional items requested are: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The Lessee will be certain that these additional items will be cleaned after use.

**The kitchen facility must be left clean and orderly. All trash containers must be emptied.** Lessee must supply own oil for deep fryers and after use, drain oil and clean fryers. After the close of the event, the Lessor will inspect the kitchen facility and if the kitchen facility is clean and all equipment is accounted for and in same condition prior to Lessee's use, the deposit will be refunded to Lessee.

The Lessee using the facilities herby agrees to abide by and verify each item within this agreement. The Lessee by its undersigned representative hereby agrees that they have read the agreement and will see that any and all violations will be brought to the attention of the proper parties After contact has been signed by the Lessee and approved by the Lessor, a copy of the contract will be sent to the Lessee within two (2) weeks to confirm the contract. **Any and all contracts will be void if not signed and returned within 30 days. Contract will also be deemed null and void if Lessee does not provide name of Licensed Caterer and copy of the Catering License at least one week prior to event.**

Lessor: Kimberly Sullivan\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: LA-HVFD President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lessee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Caterer(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Caterer's Point of Contact & Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Catering License Number and Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time Caterer needs access to kitchen on day of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*As the Hollywood Volunteer Fire Department, Inc. and/or the Ladies Auxiliary are not responsible for accidents or injuries incurred during the rental period, it is strongly advised that you obtain proper insurance.**

HVFD/LA-HVFD Inspector or Designee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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