

ENFIELD VOLUNTEER FIRE DEPARTMENT

273 HIGHWAY 2 ENFIELD NOVA SCOTIA
PHONE NUMBER 883-9215 FAX NUMBER 883-1101

Hall and Kitchen Booking Application

SECTION 1: PLEASE FILL OUT THE FOLLOWING:

Please note that Rentals will only be held for 48 hours without payment.

Date Requested: _____

Time Requested _____

Expected Attendance: _____

Start Date/Time: _____

End Date/Time: _____

RATES

\$15.00 per hour (up to daily rate) | **\$150.00 for full day** | **\$250.00 for weekend** (2pm Fri -> 2pm Sun)

Name of Group/Individual: _____ Person Responsible: _____

Address: _____

Phone Number: _____ Cell: _____ Fax Number: _____

Email Address: _____ Non-Profit: Yes ___ No ___

Belongings to be removed prior to the end of your booking period OR by 10am the next day following an all day booking.

Event Type (please print)

Please note that we accept **Cash, Email Money Transfer (EMT) and Credit Card only.**
EMT can be sent to payment@enfieldfire.ca
using the Password: **hallrental**

Entertainment Information (Music)

The Society of Composers, Authors and Music Publishers of Canada is a copyright collective for musical works, protecting the performing rights of their members...THESE FEES ARE PASSED ON TO SOCAN CANADA.

NO MUSIC PLANNED: _____

SOCAN FEE'S WITH DANCING (\$60.00) _____

SOCAN FEE'S WITHOUT DANCING (\$30.00) _____

ONLY EVENTS HAVING MUSIC ARE REQUIRED TO PAY THE SOCAN FEES

SECTION 2: PLEASE FILL OUT THE FOLLOWING IF APPLICABLE:

LIQUOR SERVICE REQUIRED

Yes _____ No _____

If liquor is to be served an application must be filled out, and the liquor license **MUST** be presented two weeks prior to the event,

SECTION 3: PLEASE FILL OUT THE FOLLOWING IF APPLICABLE (NOTE: WINE GLASSES ARE FOR BAR USE ONLY)

FULL KITCHEN ACCESS REQUIRED (incl. stove/dishwasher/dishes/cutlery) Yes _____ No _____

SECTION 4: SECURITY DEPOSIT DETAILS

Security Deposits will equal the total of your rental fee and will be returned to you through Email Money Transfer (EMT) or Cheque. **Security Deposits will be forfeit if clean up is not back to the original state prior to rental or if damages occur. If damages are more than the deposit, the department will present you with a repair bill to be paid in full by the renter as named above as Person Responsible.**

Deposit Return Option: EMT – Email Address: _____

Cheque – Name on Cheque: _____

I agree to the deposit terms outlined in this document _____

Person Responsible Signature

SECTION 5: HALL AND KITCHEN RENTAL AGREEMENT

All rentals include Fridge and Sink access

RENTAL FEE'S

Fee for hall use only \$ _____

Kitchen Use (+\$100.00) \$ _____

Security Deposit (hall fee + kitchen) \$ _____

Subtotal \$ _____

SOCAN Fee (if app.) (+\$30.00 or +\$60.00) \$ _____

Balance Due \$ _____

Applicant Signature

Fire Department Use Only

Send a copy to the treasurer when completed and payment is made.

Approved: _____ Declined _____

Committee Approval Required: _____

Comments: _____

Date Approved: _____

Fees Paid: \$ _____ Paid By: CASH | EMT | CREDIT

Employee Name: _____

Signature: _____

Fax or Email to: 902-883-1101 | enfieldstation@enfieldfire.ca

****All reduced rates must be approved by the executive****

**RETAIN A COPY OF THIS AGREEMENT FOR USE IN THE AFTER FUNCTION INSPECTION
MISSING, BROKEN OR DAMAGED EQUIPMENT WILL BE CHARGED ACCORDING TO ENFIELD FIRE DEPARTMENTS
REPLACEMENT COST PRICING**

THIS KITCHEN CHECKLIST MUST BE COMPLETED IN ORDER TO HAVE THE SECURITY DEPOSIT REFUNDED.
THIS SECURITY DEPOSIT APPLIES TO BOTH THE KITCHEN HALL CHECKLIST SECTIONS

KITCHEN CHECKLIST:

Dishwasher: (follow shut down check list posted)

- 1) Drained
- 2) Sprayed out
- 3) Filters removed and rinsed off
- 4) Dish racks put away under dish pit trough
- 5) Power turned off
- 6) Rinse sink basket, use a scraper to remove waste scraps
- 7) Rinse sink, cleaned out
- 8) Steel Trough wiped down both sides

Dishes and Glassware:

- 1) Plates stored away in cupboards on left side
- 2) Mugs stored away in cupboards on right side
- 3) Cutlery stored away in trays
- 4) Utensils stored properly in under the counter bins

Counters and Cabinets:

- 1) Sinks wiped down and cleaned
- 2) Stainless steel counters wiped down
- 3) Pot shelf wiped down and pots put away on left side of under counter shelf
- 4) Bus pans stored properly on right side of under counter shelf
- 5) Bowls and plastics stored on right side under counter shelf
- 6) Roasters sheet pans and baking pans stored under table on left of stove.
- 7) Under counter cabinet fronts wiped down
- 8) Under cabinet shelves wiped down
- 9) Chafer inserts (hotel pans) cleaned and stored under counter

Stove and Equipment

- 1) **ALL BURNERS AND OVEN TURNED OFF**
- 2) PROPANE MASTER SHUT OFF TURNED OFF (90 degrees to the propane line)
- 3) Stove top wiped down
- 4) Oven wiped down
- 5) Large roaster stored in oven
- 6) Oven front wiped down
- 7) Stove drip tray cleaned off and re installed
- 8) Steamer unit unplugged and wiped down
- 9) Coffee urns emptied and washed out, stored on top shelf above counter
- 10) Chafers wiped down, and stacked on shelf above counter with tops.

HALL CHECKLIST:

Garbage Compost and Cardboard:

- 1) All garbage bags to be removed to designated bins in parking lot.
- 2) All cardboard to be dismantled, and removed to designated bins in parking lot.
- 3) All compost buckets to be dumped into green bin in parking lot and washed out.

Floors:

- 1) All floors inside the kitchen must be swept and mopped, brooms and mops located in janitors closet between washroom entrances. Mop bucket must be dumped afterwards.

Hall Cleanup:

- 1) All tables must be cleaned off, and garbage. Dishes and glassware removed from the hall

Access keys:

- 1) all keys issued must be handed in and returned to day time fire hall staff

Please do not use tape to secure things to the floor.
Unless otherwise arranged in section 1 page 1 renters **MUST** remove all their belongings by end of rental.
Renters are requested **TO NOT** stack tables and chairs in the hall.
Do not use pins or staples to hang items on the walls.
Items may be hung from the ceiling hooks provided.

I HAVE READ, AGREE AND UNDERSTAND TO THE CONDITIONS OUTLINED IN THIS RENTAL AGREEMENT.

X _____
Renter Signature