

VIGILANT HOSE COMPANY
17701 CREAMERY ROAD
P.O. Box 171
EMMITSBURG, MARYLAND 21727
Phone 301-447-2728
Contacts: Pam Ellison 240-472-3484
Bill Boyd – 301-788-9791
Marylou Little – 240-285-3184
Building Contract Agreement (General)

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EVENT DATE: _____ TIME OF EVENT: _____ SETUP TIME: _____

- Building Rentals for Local Non-profit only. There is no charge.
- The maximum attendance is 380 with tables and chairs; 768 with just chairs. At no time will the numbers be exceeded.
- If you decide to cancel the event we must have at least 30 days notice, otherwise, no refund will be given.
- The use of the building includes only the Social hall, Kitchen prep area, ice machine and restrooms unless permission has been provided.
- Clean up fee of \$500.00 is due 2 weeks before the event. The building will be inspected and if issues are found, your check will be cashed. If approved the fee will be returned by mail to the renter.
- All cleanup must be done before leaving the building no later than midnight the day/evening of the event. Cleanup includes the following:
 - All tables and chairs must be put back in the way they were found. A copy of the table diagram is located on the back of the door in the closet of the social hall. PLEASE DO NOT SLIDE ANY FURNITURE ACROSS THE FLOOR.
 - Cornhole and other such activities, i.e. football, frisbies etc, are prohibited from playing inside the Activities Building.
 - If use of kitchen fryers (must be approved), you must either strain the grease or replace with new grease.
 - Dishwasher is prohibited.
 - If use of kitchen, the user is responsible for all supplies including but not limited to all paper products (plates, cups, utensils, table covering, paper bags, etc) and food supplies.
 - VHC is **not** responsible for any or all accidents including use of kitchen equipment.
 - Kitchen is to be cleaned, swept and mopped.
 - The use of the upstairs and bay area are off limits unless prior approval is received by authorized representative of VHC.
 - All trash is to be removed and placed inside the dumpster located outside. If bin is full, large trash bins will be provided to use and should be placed inside of back door near parking lot. New bags should be placed in the bins. NO TRASH IS TO BE PLACED ON THE GROUND AROUND THE DUMPSTER.

- Use of Alcohol and Gaming
 - Alcohol is only allowed if brought in by individuals and is not sold at the event.
 - If Alcohol is to be sold then you are responsible for obtaining a permit from the Frederick County Liquor Board. A copy of the permit must be displayed at all times while the function is going on.
 - NO ALCOHOL IS ALLOWED OUTSIDE OF THE SOCIAL HALL.
 - It is the user’s responsibility to ensure compliance with all federal, state, and local laws and ordinances to include but not limited to liquor licenses and gaming permits. If your event includes any type of gambling or alcoholic beverages, you must have a Frederick County issued permit. This permit must be displayed in the building during your event. A copy of all permits must be given to the VHC representative no later than one (1) week prior to the event. If copies are not provided by this date the VHC has the right to cancel the agreement and renter will forfeit any money previously paid. VHC will not be held responsible or liable for any negligence of user not knowing the laws.
- The person signing the contract assumes responsibility for and maintains acceptable behavior at all times.
- Restitution for any and all damages incurred is the responsibility of the person signing the contract.
- No tape/nails are to be put on the walls/ceiling or doors.
- No smoking is allowed in the building. This includes cigarettes cigars, pipes, chewing tobacco and e-cig devices. Smoking is only allowed outside the front glass doors. Please discard waste appropriately.
- The VHC is NOT liable for any accidents/injuries occurring during your event.
- YOU ARE REQUIRED TO ADHERE TO ALL STATE, COUNTY, AND LOCAL REQUIREMENTS RELATING TO COVID-19.
- IF AN EMERGENCY SHOULD ARISE, VHC HAS THE RIGHT TO CANCEL AN EVENT WITHOUT NOTICE.

Signature of Responsible Person

Print Name

Vigilant Hose Co. Official

Date Signed: _____

Amount Paid _____ Check # _____

Clean up Paid _____ Check# _____ Cleanup Returned _____

Reason not returned _____

Pictures attached:

12/15/24