

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:

Date Requested: _____ Time Requested: _____ Expected Attendance: _____

Name of Group/Individual: _____ Contact Name: _____

Address: _____ Phone Number: _____ Cell: _____

Fax Number: _____ Email Address: _____ Non-Profit: Yes No

Person Responsible: _____ Name of Entertainment Group: _____

Belongings to be removed by _____ hrs the following day. The evening of, following the event.

Event Type (check all that apply)

- WEDDING RECEPTION
- ANNIVERSARY RECEPTION
- BIRTHDAY PARTY
- MEETING
- FUNERAL RECEPTION
- CHRISTMAS PARTY
- DANCE
- REUNION
- OTHER PLEASE SPECIFY

Entertainment Information

- BAND
- DISK JOCKEY
- KAREOKEE
- PROVIDE OWN
- NONE
- SOCAN FEE'S WITH DANCING (\$60.00)
- SOCAN FEE'S WITHOUT DANCING (\$30.00)

ONLY EVENTS HAVING MUSIC ARE REQUIRED TO PAY THE SOCAN FEE OUTLINED ABOVE.

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 licence **MUST** be returned two weeks prior to the event,

Section 3 PLEASE FILL OUT THE FOLLOWING IF APPLICABLE:

KITCHEN ACCESS REQUIRED

Yes No

If kitchen use is required, a \$50.00 security deposit must be paid at the time of booking, This deposit will be returned pending a kitchen inspection. This security deposit applies only to rentals requiring **full use of the kitchen and equipment.**

RENTAL FEE'S

Fee for hall use: \$ _____

Fee for kitchen use: (\$75.00) \$ _____

Kitchen security deposit: (\$50.00) \$ _____

Socan Fee: (\$60.00 or \$30.00) \$ _____

Subtotal Due: \$ _____

Balance Due: \$ _____

X _____
Applicant Signature

Fire Department Use Only

Approved: _____ Declined _____

Committee Approval Required: _____
AUTHORIZED SIGNATURE

Comments: _____

Access effective from: _____ To: _____
(TIME AND DATE) (TIME AND DATE)

Date Approved: _____

Fees Paid: \$ _____ Balance Due: \$ _____

ONCE APPROVED FAX PAGE 1 TO 484-3572

Section 4 HALL AND KITCHEN RENTAL AGREEMENT

THIS KITCHEN CHECKLIST MUST BE COMPLETED IN ORDER TO HAVE THE \$50.00 KITCHEN SECURITY DEPOSIT REFUNDED.
THIS SECURITY DEPOSIT DOES NOT APPLY TO THE HALL CHECKLIST SECTION

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.
- 11) Meat slicer cleaned and covered stored on lower shelf next to stove.

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 the lock box inside the kitchen area.

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 noon the following day.
 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 AND AGREE TO THE CONDITIONS OUTLINED IN THIS RENTAL AGREEMENT.

X _____ Date: ____/____/20____
 Renter Signature