



**Greenwood Fire Company & Museum**  
**45 Kernick Street**  
**Warwick, RI 02886**



1. Rental period is for the specified calendar date, time and rate selected on the form below.
2. The renter agrees to clean the hall and leave it in the same condition in which it was found. For a \$30.00 table and chairs and clean up can be done by Greenwood Fire Company & Museum.
3. The renter agrees to properly place all trash in the designated trash and recycle bins. Bins are located outside, between the hall and fire museum.
4. At the completion of the rental period, the renter agrees to: Close and lock all windows and to leave all curtains in the open position. Turn off all interior lights. Lock all doors and to hang the key on the hook located inside of the front door.
5. For Security and insurance purposes, cameras are in use.
6. The purpose of the rental needs to be stated and adhered to.
7. Use of thumb tacks, pushpins, tape, nails, and glue, for hanging decorations, is prohibited. Only designated hooks may be used. Use of confetti and glitter is also prohibited.
8. Smoking is prohibited inside and 50 ft of the hall - R.I. Law
9. All renters must be over 21 years of age.
10. Full rental payment is due at signing.
11. The renter's damage deposit will not be returned if the hall is not left in a condition which is in accordance with this agreement or if damage to the premises occurs. The deposit will be returned after 14 business days if all guidelines are met.

12. All costs of damages, arising above and beyond the damage deposit amount, will be charged to the renter listed in this agreement. This includes any materials and labor costs that may be incurred to repair such damage(s).
13. Rental deposits will not be refunded if the authorities are called and respond to the premises during the rental period.
14. No Motor Vehicles are to be left in the parking lot after the rental period expires. Any vehicles violating this agreement will be towed at the vehicle owner's expense. Do not block the neighbor's driveways.
15. Renters are responsible for their own guests, and we are not liable drugs or alcohol consumption on the premises.
16. By signing below, I release Greenwood Fire Company & Museum from all liability from all current RI Health guidelines.
17. No pets other than service animals are allowed.
18. Greenwood Fire Company & Museum reserves the right to cancel the rental reservation.
19. Rental cancellations and refunds will be made within 5 days of signing the agreement. If a cancellation needs to be made, a new date can be scheduled based on availability. There will be no refunds for No Show. There will be a \$20.00 processing fee for any cancellations.
20. Hall rental times must be adhered to. Any time over the end time will be charged an additional \$25.00 per hour.
21. Use of outdoor space must be approved by Greenwood Fire Company & Museum at the time of signing the rental agreement.

***To Be Completed by Renter***

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Rental Dates Requested: \_\_\_\_\_  
 Email: \_\_\_\_\_

Full Day -Weekend: 9:30am - 8:00pm (\$375):  
 Half Day - Weekend: 9:00am - 3:00pm (\$275):  
 Weekend night: 4:30pm - 8:00pm (\$275):  
 Week: 9:00am-3pm or 4:30 pm - 8:00 pm (\$200):

Referred By: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Type of Event: \_\_\_\_\_  
 Number of Guests: \_\_\_\_\_

***To Be Completed by Greenwood Fire Company & Museum***  
**Payment**

Rental Amount: \$ \_\_\_\_\_ Damage Deposit: \$175  
 Total Payment: \$ \_\_\_\_\_  
 Payment Received Date: \_\_\_\_\_

- Cash
- Check #: \_\_\_\_\_
- Venmo (\$10.00 additional charge)
- Credit Card (\$10.00 additional charge)

Credit Card: \_\_\_\_\_

Expiration: \_\_\_\_\_ Security: \_\_\_\_\_

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

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