

WISSAHICKON FIRE COMPANY

245 Race Street

Ambler, PA 19002

CONTRACT FOR USE OF BANQUET/RECEPTION (HALL) FACILITIES

EVENT INFORMATION

TYPE OF USE:	<input type="radio"/> Wedding/Reception	<input type="radio"/> Birthday Party	<input type="radio"/> Shower	<input type="radio"/> Business Meeting
	<input type="radio"/> Anniversary	<input type="radio"/> Retirement Party	<input type="radio"/> Graduation	<input type="radio"/> Other _____
Date of Event:	Time of Event: From _____ to _____ (end time may be no later than 11 p.m.)			
Approximate number of people attending (maximum 100): # _____ Adults # _____ Teens # _____ Children (12 & under)				
Name of Band or DJ (if applicable):				
Will alcohol be served at this event? <input type="radio"/> NO <input type="radio"/> YES				
Are you using a catering service? <input type="radio"/> NO <input type="radio"/> YES Caterer's Name:				

RENTER (LESSEE) INFORMATION

Name:	Telephone No.:
Street Address:	City/State/ZIP:
Driver's License No.:	Insurance Carrier & Policy #:
Name of individual to be present and in charge of event:	

The renter (lessee) hereby agrees to abide by the conditions of this contract with the Wissahickon Fire Company (lessor) and the attached Rules & Regulations.

Should the lessee or any of his/her invitees or guest become hurt or injured on said premises due to the action(s) or omission(s) of action by any other invitee or guest, the lessor is hereby relieved from any and all liability arising from any such incident. Should any action be brought against the lessor, the lessee hereby agrees to save the lessor harmless from any and all damages.

The Wissahickon Fire Company Executive Board reserves the right to cancel this contract and the reservation for the use of the Hall, if it considers the proposed use of the facility to be objectionable.

The lessee shall deposit two hundred dollars (\$200.00) to reserve the Wissahickon Fire Company Hall. Said deposit shall be refunded within thirty (30) days after the use of the facilities. **The deposit is separate from the rental fee. It is not included in the rental fee.** Further, the lessee authorizes the lessor to deduct from said deposit a sum sufficient to repair any damages sustained by the use of said facilities, including cleaning. If the damages exceed the amount of the deposit, the lessee hereby agrees to pay for all damages. The lessor shall present a written statement of damages to the lessee within thirty (30) days from the date of the use of said facilities. The deposit **shall not** be refunded if the facilities are occupied past 12 midnight. The deposit **shall not** be refunded should the lessee fail to use the facilities on the contracted date. The deposit shall not be refunded should the Lessee or their guests (invited or uninvited) violate the Rules & Regulation of this contract. The deposit shall not be refunded if violations of this contract cause the Police to respond to the Event. The deposit **shall** be refunded if the rental of the facilities is canceled at least thirty (30) days prior to the contracted date. All cancellations shall be submitted in writing. **Wissahickon Fire Company reserves the right to have one or more of its members present at the Fire Station during the Event to ensure lessee and their guests are in compliance with this contract.**

The deposit fee must be paid when this contract is signed. The rental fee must be paid no later than thirty (30) days prior to the date of the event.

RENTAL FEE:	<input type="radio"/> Mon-Thur (Day or Night)	<input type="radio"/> Fri-Sun (Evening)	<input type="radio"/> 501(c)(3) or (4) Non-Profit
	<input type="radio"/> Sat-Sun (Day only)	<input type="radio"/> \$350.00	<input type="radio"/> WFC Member (18 or older)
	\$250.00		

Signing this contract agreement constitutes approval and acceptance of all terms of this contract, including the Rules & Regulations stated on reverse side of this agreement. I assume all liability for the conduct of my guests and for all damages incurred while the Hall is rented in my name. Note: This Contract is not valid until approved by a Fire Company Director.

X Signature of person in charge of event (Lessee)	Date	Signature of Lessee (WFC Lessor)	Date
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	AMOUNT PAID	DATE PAID	CASH / CHECK #	RECEIVED BY
DEPOSIT (\$200)	\$			
RENTAL FEE	\$			
DEPOSIT REFUND	\$			

APPROVAL	Fire Company Director	Date	Supervisory Member(s) Assigned
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WISSAHICKON FIRE COMPANY

WISSAHICKON FIRE COMPANY (WFC) HALL RULES & CONDITIONS

The Renter (Lessee) agrees to comply with the following conditions. Any non-compliance may result in the forfeiture of the Renter's security deposit, as well as additional charges to be paid by the Renter.

GENERAL:

1. The building may not be used for profit-making endeavors unless approved in advance by the Wissahickon Fire Company Executive Board.
2. Sub-letting of the hall is not permitted
3. The maximum seating capacity of the Hall is one hundred (100) people. If it is found that your event exceeds 100 people, the event may be shut down immediately by WFC. Uninvited guests are the responsibility of the lessee.
4. Your rental includes the use of the Hall, Kitchen area for food staging only (no cooking or warming), refrigerator use, and hallway Restrooms. At NO TIME will anyone be permitted into other parts of the Fire Station, including the apparatus bays, unless accompanied by a WFC member.
5. The Lessee shall be responsible for supervision over all persons in the building and on adjacent grounds. **Disorderly conduct is prohibited.**
6. The Lessee shall be permitted access to the building for the purpose of decorating/set-up no earlier than 10:00 a.m. on the day of the event for a Friday night event; 5:00 p.m. on the day prior to the day of the event for Saturday or Sunday events. Requests for earlier access will be considered on a case-by-case basis. If there is an event on the day of, or day prior to your event, we will plan at least four (4) hours between events.
7. The Event must end by 11:00 pm. The building must be vacated by 12:00 midnight. Violation of this rule will result in forfeiture of the deposit.
8. Contracting with any outside caterers, vendors, entertainment or hired help is the sole responsibility of the Lessee. Caterer or Lessee must furnish their own tablecloths, dishes, silverware, cooking utensils, etc.
9. Lessee and guests may park in the Fire Station lot, as space allows, to the RIGHT of the orange cones ONLY (as you face the building).
10. No illegal activities, drugs or firearms are permitted on the property.
11. There is absolutely NO SMOKING anywhere inside the building. Violation of this rule will result in forfeiture of the deposit. Smoking is only permitted outside the front door, and all butts must be disposed of in the butt receptacles.
12. Fire Company Emergencies – The Fire Company reserves the right to immediately shut down the event if the Hall or related facilities are required for an emergency (e.g., emergency shelter).
13. Any rental (social / business / fundraiser) not sponsored by the Wissahickon Fire Company must stipulate in all advertisements that they are not directly involved with, nor sponsored by, the Wissahickon Fire Company.

Lessee initials: X _____

LIABILITY:

1. The Lessor assumes no responsibility for any foodstuffs, beverages, or other items the lessee brings into the building.
2. The sale or offer for sale of beer, wine, or other alcoholic beverages on the premises is strictly prohibited; however, you may have alcoholic beverages available for your guests at no cost to them. Any alcoholic beverages dispensed on the premises, and the monitoring thereof, is the sole responsibility of the Lessee. All alcohol must remain in the Hall during the event. Alcohol is not allowed in the hallway or bathrooms, or on the building grounds. No person under the age of 21 is permitted to be served alcohol, consume, or be in the possession of same, at any time.
3. Children must be supervised at all times. For their safety, children are not allowed to play in the parking areas of the Fire Station.
4. No excessively-loud music or noise is permitted. Windows must be kept closed if music is being provided at Event. Music must stop by 11:00 p.m. Violation of this rule will result in forfeiture of the deposit.
5. The building shall be subject to inspection at any time by any authorized representative of the Wissahickon Fire Company Executive Board.
6. The Lessee shall be liable for all breakage and other damage or loss to property resulting from the occupancy and use of the building and grounds, other than normal wear and tear. No equipment or furniture shall be moved from the Hall or building except by permission of the Fire Company.
7. WFC is NOT responsible for any property left unsupervised at any time.

Lessee initials: X _____

SET-UP:

1. All candles must be contained and may not be used on the windowsills. Open flames are prohibited.
2. Absolutely no decorations are permitted on the ceiling tiles/rails, walls, chair rail, doors, hanging pictures/photos, windows, drapes, or trophy cases (STRICTLY ENFORCED). Only quality masking tape is to be used for hanging decorations from the metal ceiling hooks, or on tables or chairs. No duct tape or scotch tape is to be used. No pins, tacks, nails, staples or other fasteners may be used. Confetti, rice, birdseed, glitter, sand or similar materials may not be thrown or used as a decoration in or outside the building. All decorations (including tape) must be removed by the Lessee after the event.
3. Set-up of tables, chairs, bandstands, etc. shall be the responsibility of Lessee.

Lessee initials: X _____

CLEAN UP:

1. The Hall, Hallway, Kitchen (and any appliances used by the Lessee), Restrooms and all furnishings must be cleaned immediately following the event. All floors must be swept. All tables and chairs are to be wiped clean; any spills or sticky areas are to be wiped up and wet mopped.
2. Lessee shall remove all adhesive materials from tables and chairs. Violation of this rule will result in a \$50.00 deduction from the deposit.
3. All tables and chairs shall be wiped down and returned to their appropriate locations after the Event.
4. All garbage and refuse must be taken from the building. Place all rubbish in plastic bags (garbage bags are not furnished by the Fire Company) and place the bags in the dumpster located behind the fire station.
5. Shut all windows, turn off lights and close the doors.
6. Everything that is brought into the building by the lessee must be removed before vacating the building. Anything left in the Hall will be discarded by WFC.
7. After the event has concluded and the appropriate cleanup procedures have been completed, the Lessee shall be responsible for locking all exterior doors to the building.

Lessee initials: X _____

I, _____, have read the above rules and conditions and understand they are part of the contract for the hall rental from the Wissahickon Fire Company.

Signature of Lessee: X _____

Date: _____