

**EMERALD FIRE COMPANY
STAR HOSE CO. #1
7748 Penn Street
Emerald, PA 18080**

RENTAL CONTRACT

Please complete and return form with payment to:

Star Hose Co. #1
Attn; Chad Christman- Fire Co. Vice President
7340 PA Route 873
Slatington, Pa 18080
610-573-9697

Name _____

Date of Rental _____

Address _____

Time of Rental _____

Phone _____

Set up Time _____

Number of People _____

Bartender Needed _____

DJ/Band Name _____

DJ/Band Set-up Time _____

DO NOT SEND CHECK IF YOU PAID ON-LINE

Rental Donation \$400.00- Check No. _____

Cleaning Fee \$100.00- Check No. _____

(Please make two separate checks to Star Hose Company #1. Cleaning fee will be returned after event by mail. Please see Cleaning Fee Refund Policy provided.) By signing this document I agree to all terms listed below in rules and cleaning requirements. See page 2

Lessee _____

Date _____

Lessor _____

Date _____

*Person (Active Member) responsible for opening, closing and monitoring event

Date _____

RENTAL RULES AND REGULATIONS

- We are a **NO SMOKING** facility. There are receptacles outside entrance doors for smoking. Please dispose of cigarettes/cigars appropriately.
- Rental is not guaranteed until contract is signed and full payment is received
- Rental and cleaning fee is refundable if event is 30 days prior to rental date.
- All music must end by 11:00 pm.
- Hall must be vacated by midnight.
- The kitchen equipment (cook top, oven, ect.) is off limits, entry to kitchen area is for cleaning supplies only
- All supplies for rental will be provided by lessee (lessor will supply cleaning supplies and garbage bags)
- Decorations may be used, but must be cleaned up prior to leaving
- No use of glue, nails and/or tacks Please **DO NOT** hang anything on chandeliers. Clean up any or all tape used.
- All decorating to be done the day of the rental.
- Lessee is responsible for any damages to premises.
- Rental shall not be used for profit of outside entity unless approved by the lessors board and subject to additional fees

CLEANING DEPOSIT REFUND POLICY

In order to receive the “cleaning refund”, the following will need to be done:

- Wipe off tables.
- Move tables back to their original position.
- Sweep up any food or loose items
- Clean up any spills on the floor.
- Make sure bathrooms are in same condition as they were before the function started.
- Remove all decorations – but please leave white plastic hooks above the doorways.
- If kitchen was used for any reason, even just rinsing dishes, make sure counters and sinks are wiped down and spills are wiped up off the floor.
- Empty all trash containers and put trash in the dumpster located in back of the fire hall.
- If anything is broken or damaged please report it ASAP