**Milmont Fire Company Hall Rental Agreement**

Date of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Guest\_\_\_\_\_

Start time\_\_\_\_\_\_ End time\_\_\_\_\_\_

Venue Location: 714 Belmont Ave, Milmont Park, PA 19033

Hall Manager: Nancy Sullivan 610-809-2329 Mfchallmng49@gmail.com

**RENTER INFORMATION**

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF EVENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HALL RENTAL RATES (prices per hour)**

Wedding Event (MIN 4 hrs.)

1-40=$200.00 40-80=$300.00 80-125=$350.00 125-150=$400.00

$\_\_\_\_\_\_\_X\_\_\_\_\_ Hrs. =$\_\_\_\_\_\_

General Parties (Birthday, & Graduations, Retirement) MIN 3hrs.

1-50=$175.00 50-100=$225.00 100-150=$275.00

$\_\_\_\_\_\_\_X\_\_\_\_\_ Hrs.=$\_\_\_\_\_\_

Fundraising event: $225.00

$\_\_\_\_\_\_\_X\_\_\_\_\_ Hrs.=$\_\_\_\_\_\_

Other Event Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_X\_\_\_\_\_\_\_Hrs:=$\_\_\_\_\_\_\_

**Bartenders** - 1 host/bartender per 85 guests. Bartender will be a member of **MFC.**

$25.00 per hr. per host/bartender.

**BARTENDERS ARE PAID THE DAY OF EVENT, PRIOR TO THE DOORS OPENING BY THE RENTER**

**\*At no time are guests allowed to use bar without bartender permission during the rental.**

**\*Any issues with climate control, kitchen, or other problems during the event, will be handled by the bartender/host.**

Note: Bartender(s) will be temporarily employed by you during this event.

Hall Total:\_\_\_\_\_\_\_\_\_\_\_\_\_ Deposit:\_\_\_\_\_\_\_\_\_\_\_\_Bartender(S):\_\_\_\_\_\_\_\_\_\_\_\_

A $150.00 refundable deposit (**Separate from the total of rental**) and a signed contract is required to hold your date. Balance is due 30 days prior to the hall rental date. If you book a date with less than 30 days to the event venue must be paid in full at the time of booking. Deposit is still required. Check or Money order payable to: Milmont Fire Company.

**Venmo:** @Milmont-FireCo**, CREDIT CARDS WILL BE CHARGED AN ADDITIONAL** 2.6%

**CANCELLATIONS:** the renter agrees to cancel their event with MFC within 30 days of the set date otherwise forfeit the deposit. If for any reason beyond the control of the Milmont Fire Company, the hall should be unusable (i.e., fire, vandalism, etc.), Milmont Fire Co. will notify the renter as soon as possible and will refund the security deposit if unable to have the hall in a useable condition.

**Initials Here**:\_\_\_\_\_\_

**The Renter is responsible for:**

**Beer and Alcohol**: If the renter would like alcohol, they must provide it. The bartender will serve all alcohol. **ALL ALCOHOL IS SERVED IN A CUP**. All alcohol must come from the bar unless previous arrangements have been made with the hall manager. Mixers and garnishes for drinks are also provided by the renter. For safety reasons, we do not allow glass on the floor unless permitted in advance by the hall manager.

If you need assistance from bartenders to open multiple champagne, wine, etc. bottles please let hall manager know ahead of the event so we can assist you in opening or serving.

Bartenders reserve the right to cease serving alcohol to anyone who appears intoxicated. Guest do have option of leaving vehicle overnight inside the gate in our parking lot overnight as long as bartender is notified of same.

**Initial Here:\_\_\_\_\_\_\_**

**Decorations**: Decorations are permitted, but the following rules apply:

No tacks, nails, staples or tape anywhere in the building especially painted surfaces. Under no circumstances is the use of confetti, and/or glitter, birdseed, or similar items permitted either inside or outside the venue. Renter is responsible to remove all decorations after event. You are permitted one hour for cleanup.

**Initial Here:\_\_\_\_\_\_**

**Kitchen:** Kitchen is for heating only. Cooking is not permitted. It is the responsibility of the renter to see to it that the caterer (if there is one) knows this. Kitchen must be cleaned at the conclusion of the event. This is the responsibility of renter to ensure this is done.

**Initial Here**:\_\_\_\_\_\_\_

**TRASH**: You will remove all trash at the conclusion of your event and place it in the dumpsters provided in the parking lot. Chairs will be folded and placed on top of the tables. Liquids should be not put into trash bags. Bartenders will provide pitchers for removal of open liquids. Any excessive clean up or assistance from bartenders may forfeit your deposit. Please make arrangements or plan ahead a head of time for same.

**Initial Here**:\_\_\_\_\_\_\_

**Milmont Fire Co will provide**:

Venue to include heat, air conditioning, clean bathrooms and toiletries for the bathroom, hot/cold water.

Soda (outside soda is prohibited) currently serving coke products, flavors subject to change. Juices boxes, pouches, Hugs, etc. meant for small children are acceptable and can also be served by the bartenders.

Ice, Plastic soda cups, trash cans, dumpster, trash bags (for the removal of trash only)\*, brooms, mops water buckets, dish soap, approved floor cleaner.

**\*TRASH BAGS WILL NOT BE PROVIDED FOR THE REMOVAL OF RENTED LINENS OR OTHER DECORATIONS.**

**Deliveries**: anything that needs to be delivered prior to the event must be arranged with management. (72 hrs notice) Any damages caused by venders to the will be the responsibility of the renter for damages to any MFC building or property.

**Initial Here**:\_\_\_\_\_\_\_

**IF YOU ARE SELLING TICKETS TO YOUR EVENT, YOU MUST MAKE US AWARE OF THIS. The amount of tickets sold will be limited to amount of**

**capacity as set by the fire Ridley Township Building Ordinances. (250)**

**There will be no turnkey sales of tickets.**

The renter agrees to hold Milmont Fire Company harmless from all claims that may result from the renting of this hall. Milmont Fire Co. will not be responsible for the actions of any guest attending the hall rental either during or after the hall rental either inside or outside the hall in the parking lot or around fire company building areas.

**Initial Here**:\_\_\_\_\_\_

You are responsible for your guest, if there is a disturbance that requires the police to be called you will lose your deposit.

There is **NO SMOKING** of any kind inside the venue. Including vapes, cigars, hookah, or any other smoking devise. If any smoking is detected, you will lose your deposit.

There is no pyrotechnics of any type (inside or outside the venue). If any pyrotechnics are used the renter will forfeit the deposit **AND THE** **EVENT WILL BE ENDED**!

**Initial Here**:\_\_\_\_\_\_

Within 30 days following hall rental, the deposit ($150.00), less any damages or violations agreed by the rental occurred, will be returned to the renter. The renter will be responsible for any damages occurred in excess minus $150.00 deposit.

Signature of Hall Renter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_-\_\_\_\_-\_\_\_\_

Fire Company Representative:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_-\_\_\_\_-\_\_\_\_

**Additional Notes:**

Set up time includes 2 hrs. Any additional time requested will be charged at a rate of $25.00 per hour.

**For Official Use**:

Deposit returned on:\_\_\_\_\_\_\_\_\_\_\_

Bartenders: \_\_\_\_\_\_\_\_\_\_\_\_

**MANAGER NOTES**:

4/14/2023

**Things to Know Before Your Event**:

**PLEASE ADVISE YOUR GUESTS NOT TO PARK AGAINST FIREHOUSE BUILDING SPACES.** These are reserved for volunteer fire company members who would be responding to emergencies. MFC will not be responsible for any damage to vehicles parked in these spaces and may get blocked in at any time. If you are having a larger event, carpooling is the way to go.

If you need assistance from bartenders to open multiple champagne, wine, etc. bottles please let the hall manager know ahead of the event so we can assist you in opening or serving.

Kegs take several hours to settle and get cold. Kegs should be brought to hall for settling and cooling 24hrs prior to event.

Bartenders will help exchange trash liners during the event, but it is up to the renter to clean up tables and dispose of any trash as soon as the rental is over. Get help from guests. It goes a lot quicker.

For the safety of others, please advise bartender(s) of any spills that need to be mopped as soon as possible.

Keep the boxes that liquor or wine bottles came in for your convince to safely take any unused alcohol with you at the end of the event. Bartenders can store those for you behind bar.

If you are having a band, DJ, or other music it must be kept at a reasonable noise level to ordinances of Ridley Township. Music must end at the event end time.

Do to environmental controls in the hall (Air Conditioning/Heat) and being a residential area, all exterior doors must remain closed during the event. DJ’s, caterers, event planners, etc. may utilized the exterior doors for set up and break down. Bartenders can adjust as needed.

ALL Guests are to enter through the front door of the hall only. They are not to use back doors or go through the kitchen due to safety concerns.

Any A/V (Microphone/remote control) equipment can be left on the table on stage or given to bartender. Should there be a technical problem, let the bartender know asap.

If additional chairs or tables are needed, please let the bartender know. No one other than members of the fire company should be in the chair room.

If possible, we ask that if you need to move a table, to get assistance and carry table across the floor. Please try not to drag tables if possible.

If there should be a medical or other emergency, let the bartenders know. The AED, located near bathrooms, is alarmed, and can be used in case of emergency. Guests are not to open box unless there is an emergency.

**We do not provide any:**

* Specialty cups (Wine, cocktail), silverware, plates, etc.
* Tinfoil, plastic wrap, food containers or other packaging for the purpose of wrapping up food to go.
* Trash Bags for the purpose of collecting used linens or other event supplies.
* Large quality of ice for coolers or caterers without the permission of the bartender. (Ice for one keg will be provided)
* Coffee or tea, cream, or sugar.

THANK YOU FOR RENTING WITH THE MILMONT HALL

AND HAVE A GREAT TIME!!