

## MILMONT FIRE COMPANY HALL RENTAL AGREEMENT

Date of Event: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

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

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

Hall Manager: Nancy Sullivan 610-809-2329 [Mfchallmng49@gmail.com](mailto:Mfchallmng49@gmail.com)

### RENTER INFORMATION

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

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

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

A COPY OF RENTERS VALID DRIVERS LICENSE AND/OR CREDIT CARD  
WILL BE ON FILE AND KEPT WITH CONFIDENTIALITY.

### HALL RENTAL RATES (prices per hour)

Wedding Event (MIN 4 hrs.)

**1-40**=\$275.00 **40-80**=\$375.00 **80-125**=\$425.00 **125-150**=\$475.00 **150+**=\$525.00

\$ \_\_\_\_\_ X \_\_\_\_\_ Hrs. =\$ \_\_\_\_\_

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

**1-50**=\$250.00 **50-100**=\$325.00 **100-150**=\$375.00 **150+**=\$425.00

\$ \_\_\_\_\_ X \_\_\_\_\_ Hrs.=\$ \_\_\_\_\_

Fundraising event: \$250.00 (Limit 250 Guests)

\$ \_\_\_\_\_ X \_\_\_\_\_ Hrs.=\$ \_\_\_\_\_

Funeral Luncheon Flat Fee: \$700.00 (Maximum 4Hrs.)

\$ \_\_\_\_\_ X \_\_\_\_\_ Hrs.=\$ \_\_\_\_\_

Other Rental Type \_\_\_\_\_ \$ \_\_\_\_\_ X \_\_\_\_\_ Hrs.=\$ \_\_\_\_\_

Bartender(s) \_\_\_\_\_ \$ \_\_\_\_\_ (Paid Day of Event)

**Bartenders** - 1 bartender per 85 guests. The bartender(s) will be a member of **MFC**. \$30.00 per hr. per host/bartender.

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

**BARTENDER PAYMENT IS SEPARATE FROM THE TOTAL COST OF  
THE RENTAL.**

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

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

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

A \$250.00 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 of 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 the hall manager know before the event so we can assist you in opening or serving.

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

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

**Decorations:** Decorations are permitted, but the following rules apply: No tacks, nails, staples, Command Strips, or tape anywhere in the building, especially painted surfaces and/or tables. No “removable” type custom large sticking items on painted walls and no items are to be attached to ceiling tiles. Under no circumstances is the use of confetti, and/or glitter, birdseed, or similar items permitted either inside or outside the venue. The renter is responsible for removing all decorations without damage after the 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. The kitchen must be cleaned at the conclusion of the event. This is the responsibility of the renter to ensure this is done.

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

**Trash:** You will remove all trash immediately 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. Liquid should not be 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 prior arrangements ahead 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. Any juice boxes, pouches, Hugs, etc. meant for small children provided by the renter, are acceptable and can also be served by the bartenders.

Ice, Plastic soda cups(12oz), Beer cups (16oz.), trash cans, dumpster, trash bags (for the removal of trash only), brooms, mops water buckets, dish soap, approved floor cleaner.

\***ICE** provided by our ice machine is for the purpose of serving drinks only. Nothing is to be placed in ice machine, ice serving well, or sinks. Ice is not for caterers, guest or renter coolers, or other large amount needed by the renter without prior permission from the hall manager.

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

**Deliveries:** Any deliveries prior to the event (chairs, linens, etc.) must be arranged with management. (72 hrs. notice) Any damage(s) to any MFC building or property caused by vendors (decorators, truck deliveries, caterers, other 3<sup>rd</sup> party vendors, etc.) will be the responsibility of the renter. Renter will lose deposit if repair costs go over \$250.00 and will be responsible for any additional monetary loss to the Milmont Hall from such damages.

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

**IF YOU ARE SELLING TICKETS TO YOUR EVENT, YOU MUST MAKE US AWARE OF THIS. The number of tickets sold will be limited to the amount of capacity as set by the Ridley Township Building Occupancy Ordinances. (250max)**

**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. This includes any injury caused by 360 camera systems, blow up moon bounces, 3<sup>rd</sup> party vendors, etc. This also will include unauthorized guests/renters injured while in kitchen or any other unauthorized persons on stage, in chair room, or other private areas of the hall or parking lot. 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 inside or outside the hall 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 devices. If any smoking is detected, you will lose your deposit.

There are to be **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 (\$250.00), less any damages or violations agreed by the rental occurred, will be returned to the renter. The renter will be responsible for any damage that 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 \$30.00 per hour.

**For Official Use Only:****SECURITY DEPOSIT:**

<b>DATE</b>	<b>AMOUNT</b>	<b>VIA</b>

**ADDITIONAL DEPOSITS:**

<b>DATE</b>	<b>AMOUNT</b>	<b>VIA</b>

**DEPOSIT RETURNED:**

<b>DATE</b>	<b>AMOUNT</b>	<b>VIA</b>

**BARTENDER(S):**

<b>DATE</b>	<b>AMOUNT</b>	<b>VIA</b>

**MANAGER NOTES:**

08/01/2024 ADJ

### **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 before 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. Try to keep liquids out of trash. Bartender(s) can provide pitches for emptying liquids.

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 the bar.

If you have 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.

Due 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 utilize the exterior doors for set up and break down. Bartenders can adjust environmental controls 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(s) know asap. The Milmont Hall will not be responsible for technical malfunctions of

the Bluetooth, Wi-Fi, or audio-visual systems that were not agreed upon prior to event for their use.

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 if you need to move a table, to get assistance and carry the table across the floor. Please try not to drag tables if possible. Any damage(s) incurred while the renter is moving tables could lead to a loss in hall deposit. We ask that you do not use chairs to stand on.

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

If the stage is not being utilized during your event such as a head table or DJ placement, we ask that you keep children off the stage area for their safety.

Balloon decorations that have glitter inside are permitted but should be popped into directly into a trash can. Any glitter from same will need to be swept up by renter.

**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 if tap systems is not in use)
- Coffee or tea, cream, or sugar.

THANK YOU FOR RENTING WITH THE MILMONT HALL  
AND HAVE A GREAT TIME!!