

MILFORD TWP FIRE CO  
BOX 18  
MILFORD SQUARE PA 18935  
215-536-1765

## **HALL RENTAL CONTRACT**

### **FEES & RATES**

Rental of the hall is at the rate of \$400.00 for up to five hours. Maximum occupancy is 200 people. Bartenders must be used if alcohol is being served. Rental of the bar is \$75.00 per bartender, for five hours and \$50.00/each per hour beyond that. More than one bartender must be used if there are more than 100 people at the event. Renter is responsible for supplying all supplies for the event (alcohol, mixers, condiments, cups, stirrers, tablecloths, decorations, etc). A set-up/break-down fee of \$100.00 for use of round tables (rectangular tables are included in original hall rental rate).

### **RESPONSIBILITIES (Renter)**

Renter is responsible for supplying food, beverages and decorations. Renter is responsible for the behavior of the guests, including but not limited to the consumption of alcoholic beverages. Under no circumstances is the consumption of alcohol permitted by anyone under the age of 21. Only designated people are allowed in the kitchen. Only authorized fire company personnel are permitted in the bar area. Renter and guests are welcome to use the hall, bathrooms, vestibule area and parking lot. Loitering in the parking lot is not permitted. (No skateboards, bikes, etc). The rest of the premises and building are off limits to anyone other than fire company personnel. **RENTER IS RESPONSIBLE FOR ANY AND ALL DAMAGES CAUSED BY YOU, YOUR GUESTS OR ANYONE ON OUR PREMISES THAT YOU INVITE. PLEASE, NO SMOKING IN BUILDING UNLESS PRIOR APPROVAL IS GIVEN BY MTFD**

**DAMAGE DEPOSIT** – A deposit amount of \$200.00 will be added to the rental fee. This damage deposit will be returned only after it is determined by MTFD that there was no breakage or damage to the facility during your event. Confetti in any form may NOT be used; nothing is to be adhered to walls; nothing is to be hung from ceiling or ceiling fans or this damage deposit will be forfeited. Glass protectors must be used on lit candles.

### **RESPONSIBILITIES OF MTFD**

MTFD will provide the hall, bathrooms, vestibule area and parking lot. At renter's request MTFD will also provide renter with the bar and bartenders. Only those areas paid for as described under the FEES & RATES will be supplied. MTFD is not responsible for the loss or damage to any property brought on our premises by the renter or guests. MTFD is not responsible for injury to renter or renter's guests or anyone on our premises at renters request or knowledge.

**You may bring your own food or you may hire your own caterer; please discuss this with MTFD to obtain approval.**

**Suggested CATERERS – Social Tea Caterers @ 610-965-0020 Joyce/John Krystopowicz  
Bon Appetit Caterers @ 610-965-3276  
C & C Caterers (800) 242-1366**

Renter is responsible for obtaining a caterer. MTFD has the right to deny any caterer the use of our facilities. MTFD will supply renter with a list of approved caterers at renter's request. Caterer is responsible for kitchen clean up including removal of trash to our dumpster. Anyone not using a caterer will have limited use of our kitchen.

Alcohol: An appropriate and acceptable amount of alcohol will be agreed to by MTFD and must be adhered to during your event.

**THE HALL WILL NOT BE RESERVED FOR YOUR USE UNTIL THIS SIGNED CONTRACT AND PAYMENT IN FULL IS RECEIVED. MTFD HAS FIRST RIGHT OF REFUSAL.**

Date of event \_\_\_\_\_ # of Attendees \_\_\_\_\_ Use of Bar: YES or NO

Renter's Name \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Event Start time: \_\_\_\_\_ Event ending time: \_\_\_\_\_ (Bldg. must be vacated by all within 30 min. of this end time – renter, guests, DJ, et al)

Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

Hall Rental Fee: **\$ 400.00**

Set-up Fee: \$ \_\_\_\_\_ (ADD \$100.00 for set-up/break-down & use of **ROUND** tables)  
***Rectangular 6' and/or 8' tables included in Hall Rental Fee***

Bar Rental Fee: \$ \_\_\_\_\_ (ADD \$75.00 for 5 hours. Add'l \$50.00 per hour beyond that)

Damage Deposit: **\$ 200.00 (this WILL BE deposited)**

TOTAL: **\$ 600.00** - minimum fee (including Damage Deposit)

**FINAL TOTAL: \$**  
\_\_\_\_\_

Check # \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of MTFD Rep. \_\_\_\_\_

**I agree to the conditions as stated above. I certify that I am at least 18 years of age, 21 if alcohol is served**

Call: Ryan Watts @ 267-372-2449 or email to [rwatts@mtfd5775.com](mailto:rwatts@mtfd5775.com) to schedule the hall or to make arrangements to see the hall. Thank you!

Go to website: [www.mtfd5775.com](http://www.mtfd5775.com) for more fire company and hall rental information