

ETNA VOLUNTEER FIRE DEPARTMENT
FUGH MEMORIAL SOCIAL HALL

EVENT CONTRACT

Rafelin O'Dell, Hall Manager
27 Crescent Avenue
Pittsburgh, PA 15223
412-782-1333
rentals@etnavfd.org

The Etna Volunteer Fire Department hereby agrees to rent the Fugh Memorial Social Hall located at

27 Crescent Avenue on: Event Date: _____ Between the Hours of: _____ am/pm

and _____ am/pm. Made and entered into this _____ day of _____, 2017 by and

between the Etna Volunteer Fire Department, a non-profit corporation organized and existing under the laws of

The Commonwealth of Pennsylvania, hereinafter called the "Fire Department", and

Name of Renter _____ Phone _____

Address _____ hereinafter called "Renter".

Type of Event _____ Number of Guests _____

A NON-REFUNDABLE deposit of \$100.00 is due at the execution of the rental contract. Initial: _____
BAR WILL CLOSE 30 MINUTES BEFORE SCHEDULED END TIME. Initial: _____

Rental Fees as follows (SIX HRS ONLY, INCLUDES DECORATING, no hours past midnight):

Monday thru Thursday:

1-50	\$275.00 + bartender fee (see below)	Extra Hour	\$75.00
51-112	\$325.00 + bartender fee (see below)	Extra Hour	\$75.00

Friday, Saturday and Sunday:

1-50	\$350.00 + bartender fee (see below)	Extra Hour	\$100.00
51-112	\$425.00 + bartender fee (see below)	Extra Hour	\$100.00

The Fire Department will supply bartenders for the event, cost as follows:

\$50.00 each bartender with no alcohol
\$75.00 each bartender with alcohol (2 bartenders will be present for over 65 guests)
Fee must be paid the day of the event directly to the bartender(s)

Additional cost may include table coverings at the request of the Renter

Rental of Hall includes:

Hall set up and clean up

Use of Coffee urn

Unlimited Fountain soda

(Coke, Diet Coke, Fanta, Barq's Root Beer, Sprite, Dr. Pepper)

Plastic glasses for pop and beer 16 oz.

Ice for beverages

All alcoholic beverages must be distributed by the Fire Departments bartender(s)

Bar will close 30 minutes before scheduled end time.

Renters Responsibilities:

Alcoholic Beverages must be purchased by renter

Mixers (Cranberry juice, Orange juice, tonic, cut lemons and limes, etc.)

Beer must be purchased by renter by barrels or cans

Renter will clear the hall of all decorations

Renter will clear tables of all food and or plate

All tables must be covered with linens or plastic table cloths

(84" for round which seats up to 8 chairs & 54 x 108" for 8ft. banquet for food, gifts, etc.)

Renter will supply all paper products, plates, silverware, napkins, etc.

Condiments and coffee

The contract is subject to the following rules and regulations:

- 1. No decorations are permitted on the walls or ceiling, no standing on any chairs and no taping of any table coverings. **NO CONFETTI OF ANY KIND!***
- 2. Renter and or Caterer are permitted to use the kitchen to store and heat food only. No cooking is permitted.*
- 3. Renter and or Caterer must bring all utensils and equipment including dish rags, soap and foil wrap. The Fire Department's utensils and equipment are not to be used.*
- 4. Renter and or Caterer will restore the kitchen to the same order as when arrived.*
- 5. The Fire Department has the right to charge the renter fees for damages incurred during the time of the hall rental. Any repairs will be made by the Fire Department's Contractor.*
- 6. The Balance of fees owed for the rental must be paid in full seven (7) days prior to the scheduled event.*
- 7. The Fire Department reserves the right to cancel this contract at any time, if, in the event of a disaster declared by the County of Allegheny or the Commonwealth of Pennsylvania, the hall is required to be used for housing of persons as a result of an emergency. In the event of such cancellation, all rentals fees will be refunded.*

The Fire Department will not be held responsible for any possessions of the Renter and or the Caterer.

I HAVE READ, UNDERSTAND AND AGREE TO THE TERMS OF THIS CONTRACT.

SIGNED: _____ DATE: _____

Renter

SIGNED: _____ DATE: _____

Etna Volunteer Fire Department

PAYMENT SCHEDULE:

HALL RENTAL FEE: _____

EXTRA FEES: _____

TOTAL DUE: _____

DEPOSIT: \$100.00 DATE PAID: _____ Check number: _____

Payment Amount: _____ Date Paid: _____ Check number: _____

Payment Amount: _____ Date Paid: _____ Check number: _____

Payment Amount: _____ Date Paid: _____ Check number: _____

Payment Amount: _____ Date Paid: _____ Check number: _____

Payment Amount: _____ Date Paid: _____ Check number: _____

Caterer Name: _____ Contact: _____

Phone Number: _____