

Etna Volunteer Fire Department

Event Contract

Rafelin O'Dell, Hall Manager 412-996-2328 (cell)
27 Crescent Street
Etna, PA 15223
rentals@etnavfd.org

The Etna Volunteer Fire Department hereby agrees to rent the Fugh Social Hall located at 27 Crescent Street on: Date: _____ Between the hours of: _____am/pm and _____am/pm. Made and entered into this _____day of _____, 2022 by and between the Etna Volunteer Fire Department, a non-profit corporation organized and existing under the law of The Commonwealth of Pennsylvania, hereinafter called the "Fire Department", and Renter Name: _____

Address: _____ Phone: _____

hereinafter called "Renter". Type of Event: _____ # 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 the scheduled end time: Initial _____

Rental Fees as follows (Six hours only, includes decorating) and no hour's past midnight:

Monday through Thursday:

- | | | | |
|----------|-----------------------------|------------|---------|
| ◆ 1-50 | \$275.00 plus bartender fee | Extra hour | \$75.00 |
| ◆ 51-100 | \$325.00 plus bartender fee | Extra hour | \$75.00 |

Friday, Saturday and Sunday:

- | | | | |
|----------|-----------------------------|------------|----------|
| ◆ 1-50 | \$350.00 plus bartender fee | Extra hour | \$100.00 |
| ◆ 50-100 | \$425.00 plus bartender fee | Extra hour | \$100.00 |

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

- ◆ \$50.00 for bartender with no alcohol
- ◆ \$75.00 each bartender with alcohol (2 bartenders for over 70 guests)
- ◆ Fee must be paid the day of the event directly to the bartender(s) in cash.

Rental of hall includes:

- ◆ Hall set up and clean up
- ◆ Use of coffee maker if needed
- ◆ Unlimited fountain soda (Coke, Diet Coke, Fanta, Barq's Root Beer, Sprint, Ginger Ale, Fuze Tea and Lemonade)
- ◆ Plastic glasses for soda and beer (16oz)
- ◆ Ice for beverages
- ◆ All alcohol must be served by the Fire Department bartender(s)
- ◆ Bar will close 30 minutes before scheduled end time

Renter Responsibilities:

- ◆ Alcohol must be purchased by the renter
- ◆ Mixers (cranberry or orange juice, tonic, cut lemons and limes, etc.)
- ◆ Beer must be purchased by renter by barrel or cans (no glass bottles)
- ◆ Renter will clear hall or leftover food, plates and decorations
- ◆ All tables must be covered with linens or plastic tablecloths (84" round which seat 8 each and 54 x 108" for 8ft banquet tables for food, gifts, etc.)
- ◆ Renter will supply all paper products, plates, silverware, napkins, condiments and coffee

This contract is subject to the following rules and regulations:

- ◆ No decorations are permitted taped to the walls or tables and **NO CONFETTI.**
- ◆ Renter and or Caterer are permitted to use the kitchen to store and heat food only. No cooking on stove top, grill or fryers.
- ◆ Renter and or Caterer must bring all utensils and supplies, dish rags, soap, foil wrap, etc.
- ◆ Renter and or Caterer will restore the kitchen to the same order as when arrived.
- ◆ The Fire Department has the right to charge the renter fees for damages incurred during the time of the rental. Any repairs will be made by the Fire Department's contractor.
- ◆ The balance of fees owed for the rental must be paid in full seven (10) days prior to the event.
- ◆ 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 person as a result of an emergency. In the event of such cancellation, all rental fees will be refunded.

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

By signing below, I have read, understand and agree to the terms of this contract.

Renter: _____ Date: _____

Etna VFD: _____ Date: _____

Payment Schedule:

Hall Rental Fee: _____

Deposit: \$100.00 Date Paid _____ Ck #/ Cash _____

Amount _____ Date _____ Ck #/ Cash _____

Amount _____ Date _____ Ck #/ Cash _____

Amount _____ Date _____ Ck #/ Cash _____

Amount _____ Date _____ Ck #/ Cash _____