

CONTRACT FOR RENTAL of the PORTERS FIRE COMPANY SOCIAL HALL

DATE OF FUNCTION: _____

DATE OF VERIFICATION: _____
(21 days prior to the function)

CONTACT: _____ AT: _____

LESSOR: Porters Community Fire Company of Heidelberg Township, York County
1199 Porters Rd, Spring Grove, PA 17362 Phone: (717)225-3509

LESSEE: _____

A: TYPE OF RENTAL: (Lessor to check appropriate categories)

1. _____ Hall Rental & Clean-up (up to **3 man-hours***see last page, Section C)
FEE \$600.00

2. _____ Kitchen Rental (Caterer or Own food)
\$125.00 for 4 hours (Each additional hour is \$50.00 if approved)

3. _____ Gratuity—**15%** will be added (to just the meal) when Porters Community Fire Company is catering the function.

4. _____ Banquet: \$_____ per person for approximately _____ persons.
(MINIMUM CHARGE FOR 100 PEOPLE, **NO EXCEPTIONS**)
Time to be served: _____ Doors open: _____
Time for decorating: (date) _____ (time) _____

5. _____ Soda (\$.50 per guest)

RESERVATION DEPOSIT:

The Lessee agrees to make a deposit in the amount of at least \$200.00 at the time of signing this contract. The parties hereby acknowledge a deposit of,
\$_____ made by the Lessee on (date) _____ (cash or check # _____)

FINAL COUNT:

The final count of persons to be served, the final menu, arrival, and head table arrangements, (if applicable) shall be given to The Porters Community Fire Company at least (14) days prior to the function. Any cancelation after 14 days will owe full money for deposit and food ordered. The final head count of persons to be served given to PFC will be the amount charged for the banquet meal.

HOT BUFFET

PRICES

TURKEY-HAM-BEEF
MASHED POTATOES, STUFFING, GRAVY
VEGETABLE (corn, peas, succotash, green beans)
COLESLAW, FRUIT COCKTAIL, APPLESAUCE
ROLL & BUTTER, COFFEE, ICE CREAM

BANQUET-1 Meat-\$15.50
2 Meats-\$17.00
PLATTERS- 1 Meat- \$13.00
2 Meats-\$14.50
CHILDREN UNDER SIX (6) are free

All prices include Plastic Table Covers, Paper Plates and Plasticware or China and silverware, Napkins and Condiments.

MAXIUM NUMBER OF PEOPLE ADMITTED TO THE HALL: 350

A. All changes to the fees charged must be approved by the membership of the Porters Community Fire Co., at a scheduled meeting.

B. DAMAGED AND EXCESS CLEAN-UP DEPOSIT:

The Porters Community Fire Co. reserves the right to require a damage and excess clean-up deposit of not less than \$300.00 to be paid by the Lessee at the signing of the contract. Excess clean-up shall be defined as requiring more than a total of 3 man-hours to clean the floors and tables in the hall and the kitchen, and to clean the restrooms. Clean-up requiring more than 3 man-hours will be charged at a rate of \$50.00 per man-hours. If collected, the said deposit will be refunded within 15 days after scheduled function provided that the leased premises are not damaged or excessively soiled during the function by Lessee, its agents, or guests. In the event of damage or excess clean-up, the Porters Community Fire Co. will reduce the refund of the damage and excess clean-up deposit by the amount of money required to repair the damage and/or replace damaged items. If the damage deposit does not cover the cost of repairs, clean-up and/or replacement of damaged items the Lessee will be responsible for the additional amount needed to cover such repairs, clean-up and/or replacement. The enforcement of this fee is at the discretion of the Porters Community Fire Company.

C. RESERVATION DEPOSIT:

Lessee agrees to pay the Porters Community Fire Co. a deposit in the amount of \$200.00 upon booking the reservation. The deposit shall be applied to the total bill.

Deposits will be returned only upon cancellation notice given a minimum of twenty-one (21) days in advance of the scheduled function.

Cancellation notices given less than twenty-one (21) days prior to the function shall result in forfeiture of the deposit. Cancellations of less than fourteen (14) days will be responsible for the full amount of deposit and food ordered.

IN WITNESS WHEREOF:

Intending to be legally bound hereby, the parties have here unto set their hands and seals the day and year first written above.

WITNESS:

Signature

Signature

COMPANY REPRESENTATIVE:

BY: _____
PORTERS COMMUNITY FIRE CO.

LESSEE:

BY: _____

ORGANIZATION: _____

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

STIPULATIONS FOR RENTAL OF THE PORTERS FIRE COMPANY SOCIAL HALL

1. **Hall rental** is for (6) hours maximum from the time doors open or until 11:00 P.M. on the night of the rental, whichever comes first.
Doors will open no later than 5:00 P.M. (This will not apply to dances).
Hall must be vacated 30 minutes after the function is completed. Persons having the function must stay until all people have vacated the premises, this includes the band and/or DJ.
**Wedding Receptions-Doors can be opened at the time of the wedding, for up to 1 hour prior to start of the reception at no charge.
Ex. Wedding is at 2:00 (doors open at 2:00, but hall rental is 3 to 9)
2. **No event** will have a duration of more than (6) hours unless arranged for in advance.
3. The Lessee must provide all alcoholic beverages and cups for alcohol. The Porters Community Fire Co. will provide the taps. If alcoholic beverages are served, it is the sole responsibility of the Lessee to be responsible for all minors that may attend. If the Lessee is having alcoholic beverages delivered by an outside vendor, **Brewery Products Co.** must be used.
Address: 1017 North Sherman St. York, PA 17402 Phone: (717)757-3515
4. **No use** of sand holders will be allowed for balloons. No use of tape is allowed. Any tape used, The Porters Community Fire Co. has the right to remove.
5. All tables and chairs taken down for a function must be reset. All tables and chairs put up for a function must be taken down. All tables and chairs must be put in their original place. All trash must be removed from the hall and kitchen to the dumpster.
EXCEPTION: When the Porters Fire Co. is catering the function, we will take care of the moving of the tables, chairs, and trash disposal.
6. The Lessee will be responsible for the conduct and behavior of all guests and their children at their function.
7. Balance of the bill must be paid on the day of the function.
8. All damages incurred by the person or organization renting the fire company property will be paid for by the same. In case of fire, theft or accidents, the Porters Community Fire Co. will not be held responsible for the actions of any person or organization renting the facilities.
9. The Porters Community Fire Co. will rent the social hall to class reunions of only ten (10) years or more since graduation.
10. The Porters Community Fire Co. reserves the right to change hall menu fees up to sixty (60) days before said function.
11. The foregoing rules and rental rates are subject to change without notice by the Porters Community Fire Co.
12. The Porters Community Fire Co. reserves the right to ask any person and/or organizations to leave the facilities for failure to follow the stated rules. The said person and/or organization forfeits any refund they may be entitled to.

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