

Dewey Fire Company No. 1
502 Durham Street Hellertown Pa. 18055
(610) 838-9072

Dewey Fire Company Banquet Hall is a Smoke-Free facility

Banquet Hall Rental Agreement

Hall rental:

- **Basic hall rental:**
Includes use of the hall for up to six hours, set up of tables and chairs according to event requirements and janitorial service. A ***non-refundable*** payment of \$225.00 is required at the time of reservation to confirm and secure the date.

- **Hourly rental:**
Banquet Hall may be rented by the hour. Includes set up of tables and chairs according to event requirements and janitorial service. A ***non-refundable*** payment of \$100.00 is required at time of reservation to confirm and secure the date. \$100.00 first hour each additional hour \$50.00
(Minimum 2 hour rental)

Food and Bar service:

- Catering service for Dewey Fire Company is provided exclusively by Gala Gourmet catering. No other catering services are permitted without prior approval from both Gala Gourmet catering and Dewey Fire Company.
- Prepared food may be brought into the facility but must be purchased from a Pa. Department of Health certified provider. Proof of certification required.
- Client may prepare and provide their own food but will not be permitted to use the kitchen facilities. (*Ice, water and refrigeration will be provided by Dewey Fire Company as needed*)
- All serving dishes and utensils should be disposable and discarded after the event.
- All beverage service must be provided by Dewey Fire Company. No beverages may be brought into the hall.
- Full bar and beverage service is available and should be arraigned with the Bar manager at time of booking. Bar service must be arraigned no later than two weeks before scheduled event
- First bartender will be provided for the event, additional bartender - \$10.00/hour.
- Bar service "*last call*" will be 30 minutes before the end of the event. All events must conclude and hall must be vacated by 1:00 am.
- Alcoholic beverages may not be removed from the facility.

Hall occupancy may not exceed 200 guests

Decorations:

- Banquet hall will be accessible prior to the event to allow for decorating but must be arraigned with the Bar Manager in advance.
- Decorations are permitted on tables only.
- No decorations may be placed on walls or ceilings. Any exceptions must be approved by Dewey Fire Company. (*Only quick release "painter's" tape is to be used for decorations*)
- All decorations will be discarded at the conclusion of the event. Dewey Fire Company is not responsible for lost or damaged items.

Parking:

- Free on-site parking is available in the lot adjacent to the banquet hall or in the municipal parking lot. There is no parking permitted behind the building. This area is reserved for employees of Dewey Fire Company and Emergency personnel only.
- No parking is permitted on grass areas.
- No parking in front of any doors except to load and unload. Vehicles must be removed immediately. Vehicles parked in these areas are subject to removal at owner expense.
- All vehicles must be secured. Dewey Fire Company is not responsible for lost or stolen items.

Liquor Policy:

The purpose of this policy is to set forth the position of the Dewey Fire Company No. 1 with regard to alcohol consumption. Our position is that if one chooses to consume alcohol at social events one should be guided by maturity, restraint, and regard for the well being of others. Any individual who chooses to consume alcohol is strongly encouraged to refrain from driving or operating a motor vehicle and select a designated driver who has not been drinking as his/her only source of transportation.

No individual under the age of 21 is permitted to purchase or consume alcoholic beverages on these premises. Proof of age will be required for any guest utilizing our facilities. Any individual under the age of 21 purchasing or consuming alcoholic beverages will be removed from the premises immediately and Law Enforcement will be notified.

Dewey Fire Company No. 1 reserves the right to discontinue an event if we believe individuals are becoming intoxicated or unruly. Law Enforcement will be notified if necessary.

Dewey Fire Company may cancel or postpone any event due to extraordinary emergency circumstances

Please complete the information below and return this form along with your payment to:

Dewey Fire Co. No. 1
502 Durham Street
Hellertown Pa. 18055
Attn: Club Manager

Client Name _____

Address _____ State _____ Zip code _____

Phone number: Daytime () _____ Evening () _____ Cell () _____

Date Requested _____ Type of Affair _____

My signature indicates that I understand the information presented and accept any responsibilities associated with the rental of this facility.

Client signature: _____ Date _____

Dewey Fire Co. _____ Date _____