

No. _____

Banquet Hall Rental Agreement

Between

Clarence Center Vol. Fire Co. Inc., 9415 Clarence Center Rd., Clarence Center, NY 14032 and

Name _____ Rental Date _____

Address _____

Phone _____ Additional Phone _____

Type of Function _____ Start Time _____

Number of Guests Expected _____ Finish Time _____

Terms & Conditions

No smoking within building

Deposit - \$125.00 due upon signing contract. Deposit fee will be returned if there is not breakage, damage, or loss to the building contents, or additional expenses incurred due to event. If breakage, damage, loss, or additional expenses incurred exceeds \$125.00 the undersigned agrees to reimburse Clarence Center Vol. Fire Co. Inc. for the excess within ten (10) days.

Deposit is non-refundable due to cancellation. Up to five (5) key fobs will be assigned one day prior to event for building access and are considered part of deposit.

Rental Charge - \$500.00 for up to seven hours. The charge for each additional hour or fraction there of is \$100.00. The rental fee must be paid no later than thirty (30) days prior to scheduled event, and is not refundable. The charge for additional hours is due the day of the event.

Bartender fee – Minimum fee is \$55.00 per bartender. Two bartenders are required at all times. After seven hours the fee for each bartender will be an additional \$10.00 per hour or fraction thereof.

Soft Drink Set Up Fee – Cost of \$1.25 per person will be added to rental charge for soft drinks. (Orange juice, Tomato juice, Lemons, Limes, etc. not included.) All fees payable day of event.

Decorations – Absolutely no decorations are permitted on ceilings or walls. (*STRICTLY ENFORCED*)

Closing Times – The bar will close at 12:30 A.M. and the hall will close at 1:00 A.M.

Liquor, wine and beer – Supplied by renter. Fire Company is not licensed to sell alcohol.

Caterer – The caterer that you hire must submit to Clarence Center Vol. Fire Co. Inc. a certificate of insurance and current health certificate at least thirty (30) days prior to event. Caterer or renter must furnish their own tablecloths, dishes, silverware, cooking utensils, etc. Caterer is responsible for kitchen clean up.

I understand the above terms and conditions and agree to abide by them.

X _____ Date _____