



Banquet Hall Rental Policy, Contract, and Rules

- Banquet hall rental purposes shall consist of Baby Showers, Bridal Showers, Birthday Parties, Family Reunions, etc.
- Banquet hall capacity is 250 people.
- Banquet hall maximum rental time is 6 hours.
- Decorating can be done 1 hour prior to the event.
- Cake can be delivered and set up by appointment.
- Banquet hall must be cleaned and returned to the original setup.
 - A **cleaning charge of \$300** will be applied upon failure of this point.
- No thumb tacks, pins, or tape may be used on the walls or ceilings. Clips will be provided by the Ladies Auxiliary.
- No moving Fire Company decorations or equipment, etc.
- Any **missing property or damage** to the Fire Company property is the renting part's full responsibility.
- The Fire Company shall not be responsible for any items left on the premises at any time.
- Price for banquet hall rental
 - \$200.00 for first 2 hours.
 - This is the minimum rental.
 - \$50.00 for each additional hour.
 - Maximum 4 additional hours.
 - **Hall rental and party must terminate at 11PM.**
- Optional charges:
 - Kitchen: Additional \$100.00
 - For keeping food warm **ONLY, NOT** to be used for cooking.
 - Band, DJ, etc.: Additional \$50.00
 - Band or DJ is supplied by renting party.
 - Bar Service – Beer and Soda: Additional \$50.00
 - Mixed Drink Fountain: Additional \$75.00
 - Rental part is responsible for seeing that their guests are of legal drinking age.
 - **No one under the age of 21 will be served alcohol.**
 - No shots will be served in the banquet hall.
 - Visibly intoxicated persons will be refused bar service.
 - Bar service personnel may require any guest at any time to provide proof of age.
 - Beer, soda, and mixed drink purchasing is the booking parties responsibility.
 - KVFC recommends utilizing someone like Simcoe or Beltsville Beverage for purchase.
- At the discretion of management, any guest may be asked to leave the premises or event may be terminated at any time.

- Non-refundable deposit of \$200.00 is due at the time of booking, required to hold date.

Changes, Cancellations, Refunds, and Hold Harmless

- The Kunkletown Ladies Auxiliary will make all reasonable efforts to accommodate the renting party's requests for services; however the Ladies Auxiliary will make no guarantee of specific services which may be subject to change prior to the hall rental.
- Due to rapidly increasing costs, the parties to this agreement KVFC and the renter acknowledge that KVFC retains the right to raise prices of the rental and other services to reflect current market prices with a 1 month notice to the renter.
- Both parties to this agreement retain the right to cancel all arrangements with a written notification to the other a minimum of 1 month prior to the planned event.
- Failure of the Renter to issue a **Notice of Cancellation 1 month prior** to the event will result in a forfeiture of all deposit monies.
- Provided timely notice is given by either part to this agreement, all monies paid to the KVFC by the Renter will be refunded by KVFC to the renter.
- Both parties agree to hold each other harmless including any and all actions or claims legal or otherwise.

Type of party:

Date of party:

Number of people attending:

Charge Description	Quantity	Cost
Banquet Hall Rental		
Additional Hours		
Kitchen		
Band, DJ		
Bar Service		
Mixed Drink		
Fountain		
Total Cost		

We, the undersigned, understand and agree to abide by all the rules and regulations set forth by the Kunkletown Volunteer Fire Company and Ladies Auxiliary.

Renting party print

Address:

Phone:

Renting party signature:

Date:

KVFC Representative Signature: