

Clymer Volunteer Fire Company

Social Hall Rental Rules and Agreement

We have a Social Hall that caters to numerous types of events such as:

- Weddings Banquets
- Corporate Functions
- Meetings
- Sports Banquets
- Dances
- Parties
- Christmas Events
- Anniversaries
- Birthday Parties
- Graduations
- Religious Events
- Wakes

Our Social Hall has approximately 2800 square foot of space.

The Clymer Volunteer Fire Company Social Hall can accommodate up to 200 people comfortably. Our hall is one of the major ways Clymer Volunteer Fire Company raises money to continue to offer the very best in Fire Protection and Rescue Services. We do our best to serve you and appreciate you passing the word for our referral business when your event is complete.

We thank you in advance for your patronage.

Due to other functions and events of the Fire Company, Social Hall Rentals are only available on Mondays, Wednesdays, Thursdays, Saturdays, and Sundays. Tuesdays and Fridays we hold our weekly BINGO.

We understand the importance of having a top-notch facility available to meet your needs. Whether you are holding an informal gathering or a four-course meal, you will find that our social hall exceeds meeting all your requirements and your guests' enjoyment.

The seating arrangements for the hall may be set in numerous combinations; some of most popular setups are as follows:

- Buffet Style Dinner
- Sit Down Dinner
- Classroom
- Lecture/Seminar style

You are most welcome to recommend a special setup style of your choice. We currently only have rectangular tables. A 6' rectangular table can accommodate up to 6 guests. Depending upon your needs, the Hall can typically handle 200 guests. Please let us know if there are special arrangements needed to assist you in making your event possible.

Rules and regulations

- Clymer Volunteer Fire Company requires a 90-day notice for cancellation of a contracted event or deposits are forfeited.
- Doors to building open 30 minutes prior to rental time.
 - Set-up and decoration times to be determined as available.
- Social Hall is a mixed crowd of smokers and non-smokers.
- Rental includes usage of main hall and restrooms ONLY. All other areas Such as garages and other private areas of the building are off limits to all guests.
- The telephones are for Fire Company business only and are off limits to renters and guests except for an emergency requiring the renter to call 911.
- The Kitchen may be used as storage, preparation, and for cleaning. Use of the refrigerators, sinks, and cleaning supplies ONLY.
- All decorations must be restricted to the tables or be free standing. Nothing should be affixed to the walls, ceilings, light fixtures, windows or door.
- All tables must be covered with plastic, cloth, paper or some type of covering.

- Do not sprinkle any table confetti or glitter on the tables, floor or hall.
- No candles can be free standing; they must be contained.
- Renter is responsible for any damages to the building or equipment caused by misconduct of guests and agrees to indemnify and hold harmless the Fire Company and its members for any and all injuries or damages such guests may cause.
- Fire Company is not responsible for any personal losses either in the building or parking lot. There shall be no parking in the driveway or "no parking" designated areas.
- Alcoholic beverages will NOT be served to minors. If any consumption of alcoholic beverages by a minor is found, the event will immediately be stopped without refund.
- Fire Company reserves the right to terminate any function in the event of disturbances caused by guests.
- All food and beverages are to remain inside the Fire Department building
- The rental time for the Social Hall is from 11:00 am to 11:00 PM. The ending time of any function will never exceed 11:00 PM.
- Renters do not have access to and may not use kitchen-cooking appliances and must keep service areas clean. This includes ovens and other appliances.
 - Renters must provide all serving trays, utensils, plates and drink ware. The Clymer Volunteer Fire Company provides nothing for the serving and consumption of your food and beverages.
- All rubbish must be placed in the provided garbage cans and disposed of in the Fire Company dumpster.
- Deposits will be NOT be refunded if damages occur. If damages exceed the deposit, you will be charged for the excess amount.
- Deposits will NOT be refunded if any of the above policies and conditions are breached.
- Clymer Volunteer Fire Company may provide a host to be present at your event.
- Full rental payment is due seven (7) days prior to your rental event.
- Exact attendance and event times are due five (5) days prior to your rental event.
- All fees are donations to the Clymer Volunteer Fire Company.

2008 Pricing:

	Up to 100 People	101+ People
Saturdays	\$250	\$450
Sundays, Mondays, Wednesdays, and Thursdays	\$100	\$200
Security Deposit (Refundable)	\$200	

All amounts are donations to the Clymer Volunteer Fire Company

Methods of payment

Acceptable forms of payment are Cash, Cashiers Checks, and Money Orders. Please make all forms of payment out to Clymer Volunteer Fire Company. We do not accept personal checks.

Frequently Asked Questions:

Q: How do I reserve the Social Hall for my event?

A: Reservations are always recommended; do not settle for a verbal agreement anywhere. Please contact Robert Gerlach at 724-333-2649 or HallRental@ClymerFire.org for hall availability and pricing.

Q: Where can I park at the Clymer Volunteer Fire Company Social Hall Facility?

A: We have two parking lots on the premise directly along the side of the building and on the opposite side of the Fire Station; our handicap parking is in the front of the Social Hall. We have enough spaces to accommodate up to approximately 250 guests in our parking lots. We do ask that you leave the first row on the side next to the Fire Station open for our firefighters if we should receive a call for service during your event.

Q: Can I bring my own caterer?

A: No. All of your food and beverages must be prepared prior to your event and use of any

cooking appliances is strictly prohibited. Our kitchen area is available for storage and preparation. If you wish to have your event catered, please call our exclusive caterer: Deitman's Catering Service, 724-254-0995.

Q: What is the dress code at the Clymer Volunteer Fire Company Social Hall?

A: We don't have a dress code here. Our guests wear everything from blue jeans to suits. Use your best discretion based on the type of event you are attending.

Q: What happens during an emergency during our Rental event?

A: The Clymer Volunteer Fire Company Social Hall Facility is also a Fire Station. Please immediately call 911 and notify your host as provided by the Clymer Volunteer Fire Company.

Q: What types of events to you allow at your facility?

A: The Clymer Volunteer Fire Company Social Hall Facility caterers to all types of events from weddings to graduations. If you have a special party planned we will cater to your needs. Please give us a call.

Q: How many people can you accommodate?

A: We can accommodate approximately 200 people comfortably.

Q: Are you handicap accessible?

A: While we do provide handicap parking, our Social Hall building was built prior to the Americans with Disabilities Legislation and our bathrooms are not completely handicap friendly at this time. Your guests may need extra assistance from you. We are looking into upgrades and more handicap friendly provisions in the future.

Q: How much do you require as a deposit?

A: To reserve your requested date for your event, 50% of the rental fee must be paid and the security payment must be paid. If paying by money order or cashiers check, you must provide two checks, one for the rental fee deposit and one for the security deposit. Verbal agreements to pay will not guarantee your event. The remainder of your rental fee must be paid within seven (7) days of the event or your deposit is forfeited and you reservation will be removed. All fees are a donation to the Clymer Volunteer Fire Company.

Clymer Volunteer Fire Company Social Hall Rental Agreement

Date: _____

Person(s) or Name of Organization: _____ (Lessee)

Contact Person: _____

Address: _____

Phone Number: _____ Cell Phone: _____

Date requested: _____ Available: YES NO

Rental time is from 11:00 am to 11:00 PM

Type of Event to be held:

The Lessee(s) shall pay to the Clymer Volunteer Fire Company the sum of \$200 Dollars being hereinafter referred to as the "Deposit Amount." In the event that the Lessee without ninety (90) days prior *written* notice cancels the reservation, the Clymer Volunteer Fire Company shall retain the Deposit Amount as liquidated damages.

The total sum for the aforementioned event will be \$ _____ to be paid in full by _____ (Date).

Applicable deposit will be returned only if the following conditions as stated in the received Rental Rules.

Once the event is held and the remaining clauses of this agreement have been, in the reasonable opinion of the Clymer Volunteer Fire Company, properly executed, the Deposit Amount will be applied to any outstanding portion of the rental sum OR returned as overpayment within 15 days by the Organization. The following persons should be contacted if problems arise during the event: Robert G. Gerlach (724-333-2649), Linda Laney (724-422-2996), or John Gromley (724-549-7547).

The Lessee shall hold the Clymer Volunteer Fire Company harmless from any unforeseen event that prohibits the occupancy of the Clymer Volunteer Fire Company Social Hall that requires the cancellation of the event as requested and scheduled by the Lessee. The Clymer Volunteer Fire Company will notify the Lessee as soon as possible of the notice to cancel the event as originally scheduled as above and return all deposits and fees paid.

FEES:

Total Rental Fee:	_____	_____	Lessee's Initials
Security Deposit:	\$200.00	_____	
TOTAL:	_____	_____	
50% Deposit Required:	_____	_____	

50% Deposit received: _____ YES NO

Final Payment must be received no later than: _____

Final Payment Received: _____ YES NO

ALL FEES ARE DONATIONS TO THE CLYMER VOLUNTEER FIRE COMPANY

The Lessee shall be responsible for all persons who attend the function and shall ensure that all persons act in an orderly, responsible and safe manner. The Clymer Volunteer Fire Company retains the right to terminate the event or expel any person or persons who are deemed to be unruly, unsafe, illegally or acting with dangerous behavior or who are in violation of any other clause of the contract.

In consideration of the leasing of the premises of Clymer Volunteer Fire Company to the undersigned, the undersigned hereby releases Clymer Volunteer Fire Company, its officers, directors, members and employees (collectively the "The Organization Parties") from any and all suits, actions, compensation, consequential and punitive damages, any and all property damage, personal injuries, illnesses, death resulting from any occurrence or accident that may occur as a result of or arise out of leasing or use of the described premises by the Lessee.

The undersigned hereby agrees to indemnify, defend and hold harmless The Organization Parties against any such claims brought by any person or entity. The undersigned also signs that they have received, read, and understand the Rental Rules.

Name Printed (Lessee)

Name Printed (Clymer Vol. Fire Co. Rep)

Signature

Signature

Date

Date