

# ***Barren Hill Volunteer Fire Company Hall Rental Committee***

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Lafayette Hill, P A 19444  
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www.barrenhill.com  
hallrental@barrenhill.com*

*Thank you for your interest in the Barren Hill Volunteer Fire Company Hall. We have listed several pieces of information that you may find useful during the course of your Hall Rental. Please feel free to contact us at any time to further assist you with your Rental. We hope that you find that our hall will satisfy all of the needs of your function. Again, thank you for your interest in the Barren Hill Volunteer Fire Company and we hope your function is a success.*

**Caterers in the Area:** *(These are local Caters, you can use your own if you prefer)*

*Catering by Bruno's  
267-240-5624*

*Lucky Dog Saloon  
610-941-465*

*Tonelli's  
610-825-8500*

*Seedling & Sage  
215-990-4740*

**Hotels:**

*Hampton Inn  
2055 Chemical Road  
Plymouth Mtg, PA 19462  
610-567-9000*

*Springhill Suites by Marriott  
430 Plymouth Road  
Plymouth Mtg, PA 19462  
610-940-0400*

*Courtyard by Marriott  
651 Fountain Road  
Plymouth Mtg, PA 19462  
610-238-0695*

*Philadelphia Marriott West  
III Crawford Avenues  
West Conshohocken, PA 19428  
610-941-5600*

**Florists:**

*Brambles Florist  
Lafayette Hill, PA  
610-397-0400*

*Coupe Flowers  
Erdenheim, PA  
215-836-7330*

# *Barren Hill Volunteer Fire Company Hall Rental Application*

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_

\_\_\_\_\_

*Daytime: Phone #:* \_\_\_\_\_

*Cell Phone #:* \_\_\_\_\_

*Email Address:* \_\_\_\_\_

*Hall Rental Date:* \_\_\_\_\_

*Rental Start Time:* \_\_\_\_\_

*Rental End Time:* \_\_\_\_\_

*Description of Rental:* \_\_\_\_\_

\_\_\_\_\_

*Approximate # of Attendance:* \_\_\_\_\_

*Serving Alcohol:*                      *YES / NO*

*Minors in Attendance:*              *YES / NO*

*\*\*\*Minors are any person under 21 years of age\*\*\**

*Cleaning Service Requested:* *YES / NO*

*Renter's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

***\*\*\*A valid government issued ID is required with each application.\*\*\****

## **Barren Hill Volunteer Fire Company Hall Rental Rules and Regulations**

For the purpose of these Rules and Regulations as well as contractual terms, the following definitions relate to the Hall Rentals at the Barren Hill Volunteer Fire Company:

**Renter:** The member of the General Public, Business or other Organization that is agreeing to pay for the use of the Banquet Hall.

**Company:** The Barren Hill Volunteer Fire Company

**Hall:** Large Room at the Barren Hill Volunteer Fire Company that the renter is utilizing for his / her function

**Facility:** Those portions of the Firehouse that are utilized during the renter's function. (Bathrooms, kitchen, etc.)

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- All hall rentals will be booked / scheduled on a first come first serve basis. A refundable security deposit is required to secure the requested date for the Renter's function (See attached Rate Schedule)
  - All fees associated with the rental are due to the Company no less than 30 days prior to the scheduled event (See attached rate schedule) Payments made after the due date, 30 days prior to the rental, must be in the form of cash or cashier's check.
  - Upon scheduling the event, the Renter shall submit the following to the Company:
    - Hall Rental Application
    - Signed Hall Rental Rules and Regulations Form.
    - Signed Hall Rental Rates Form.
    - Signed Cleaning Instructions / Requirements Form
    - Signed Hall Rental Release Form
  - All Rentals shall be approved by the Board of Trustees of the Company
  - Any cancellation of an event will result in the Renter forfeiting the security deposit.
    - Any request for cancellation must be in writing to the Company, addressed to the Hall Rental Committee.
  - The Hall will be available for rent on an hourly basis with a minimum rental of 3 hours. With all rentals, the Renter will be given two (2) hours prior to the start of their event for setup and one (1) hour at the conclusion of the event for cleanup.

- The Renter is responsible for returning the Facility to the condition that it was in when they first found it. Failure of the Renter to clean the Facility or return it to the condition prior to the rental will result in the forfeiture of the security deposit. (See attached proper cleaning instructions)
- The rental of the Hall secures the following items for the Renter:
  - The Hall, Men's Restroom, Ladies Restroom, Handicapped Restroom and Kitchen
    - NOTE: All other areas of the building are off limits unless specifically requested by the Renter in the Hall Rental Application
  - Fifteen (15) 60" round tables
  - One Hundred Forty (140) Chairs
  - Twelve (12) rectangular Serving Tables
    - NOTE: Depending on the configuration of the room as well as additional factors such as serving lines, dance floors, DJ setups, etc., the number of tables and chairs that can fit comfortably and safely in the room may vary. Renters are encouraged to walk thru the hall with a representative of the Hall Rental Committee prior to scheduling their event.
  - Additional Items needed to accommodate the Renter may be rented through the Company or another Organization and brought in by the Renter.
- The Renter is responsible for damage to any property of the Company either inside or outside of the building. Damage to any property of the Company will result in the forfeiture of the Renter's security deposit. Any damage incurred during the rental that exceeds the amount of the security deposit will be billed to the renter. Damages should be reported to hall monitor immediately.
- At no time will glitter, confetti, or any otherwise loose article decorations be permitted. If affixing decorations to walls, floors, chairs, or any other surface of the hall, *only* painters' tape will be allowed. **No clear tape or duct tape of any kind is allowed.** The use of clear tape or duct tape will result in the forfeiture of the Renter's security deposit

I have read and understand the above Rules and Regulations for renting the Hall at the Barren Hill Volunteer Fire Company.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

## **Barren Hill Volunteer Fire Company Hall Rental Rates**

### Pricing:

#### ➤ Hall Rental

The minimum rental is for three (3) hours

- Monday through Friday until 3PM     *\$150.00/hour*
- Friday and Saturday 3PM to 2AM     *\$210.00/hour*
- Saturday until 3PM     *\$175.00/hour*
- Sunday     *\$175.00/hour*
- Holiday Rate     *\$210.00/hour*  
(New Year's, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving & Christmas)

#### ➤ Refundable Security

- Security Deposit:     *\$300.00*

#### ➤ A/V Equipment

- The use of the projector and/or sound bar: *\$25.00*  
Renter should test their equipment at least 1 week in advance of their rental. BHVFC is not responsible to find equipment, cables or hook up equipment the day of a rental. All equipment should be tested prior to the event.

#### ➤ Service Fee

- A *\$25.00* Service Fee will be added to every rental

#### ➤ Payments

- Payment may be made by cash, check, money order or PayPal. PayPal account: [bhfc@barrenhill.com](mailto:bhfc@barrenhill.com)
- Payments made after the due date, 30 days prior to the rental, must be in the form of cash or cashier's check. All fees associated with the rental are due to the Company no less than 30 days prior to the scheduled event (See attached rate schedule)

#### ➤ Cancellations

- Any cancellation of an event will result in the Renter forfeiting the *\$300.00* security deposit.

I have read and understand the Rental Rates for renting the Hall at the Barren Hill Volunteer Fire Company.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

**Barren Hill Volunteer Fire Company Hall Rental Cleaning  
Instructions and Requirements**

- As described above, the Renter shall return the Facility to the condition that it was in prior to the rental. The following is a list of items that shall be accomplished when cleaning the Facility at the conclusion of your event.
  - Return Tables and Chairs to storage room.
  - Vacuum hall floor and clean all spills on carpet.  
(Instructions may be obtained from the Hall Monitor)
  - NOTE: Failure to clean spills or spills that cannot be removed will result in loss of deposit!
  - Sweeping and wet mopping of the Kitchen floor, Restroom floors (all 3 restrooms), and Lobby floor.
  - Sweep and Dry mop dance floor (if used).
  - Empty all trash cans in the Hall, Kitchen and restrooms and replace with new trash can liners.
  - Any pots, pans, silverware or dishware that is used shall be cleaned, dried and returned to the proper cabinet in the kitchen.
  - Remove any ice from the Bar and wipe all surfaces.
  - The stovetop and / or oven shall be wiped down and cleaned
  - All countertops, sinks and fixtures shall be wiped down and cleaned (restrooms & kitchen).
  - All windows and doors shall be locked and secured
  - All lights and ceiling fans shall be turned off
  - The air conditioning / heat shall be restored as follows:
    - Air Conditioning - 85 Degrees
    - Heat – 62 Degrees
- All cleaning equipment / materials are stored in the Janitorial Closet located in the Hall.

I have read and understand the Hall Rental Cleaning Instructions and Requirements for renting the Hall at the Barren Hill Volunteer Fire Company.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

**Optional Cleaning Service**

**I am requesting the Barren Hill Volunteer Fire Company contract with a Cleaning Service of their choice at a cost of \$175.00. This cleaning service will alleviate my responsibility to clean the Facility at the conclusion of my event. This service does not include returning the chairs and tables to the storage room. This remains the responsibility of the renter. This cost is an additional cost over and above the cost of the Rental.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print:** \_\_\_\_\_

**Barren Hill Volunteer Fire Company Release**

- I, \_\_\_\_\_, agree to accept full responsibility for the rental of the Hall at the Barren Hill Volunteer Fire Company
- I agree that no one under 21 years of age will consume any type of alcoholic beverage while in attendance at my function
- I understand that any person who is found to have consumed an alcoholic beverage(s) and is not 21 years of age will be turned over to the local Police Department for Prosecution
- I understand that any person who is found to be intoxicated to the point that he / she is a danger to himself / herself or others, or to the Company will be turned over to the local Police Department for Prosecution
- I understand that any attendee of my function who consumes an alcoholic beverage is my responsibility until the time that he / she safely makes it to his / her next destination
- I understand that should a representative of the Company find a violation of the Rules & Regulations during the Rental, the Rental may be terminated immediately by the Company; resulting in the loss of all involved monies including Rental Rates, Security Deposit, etc.
- I agree that I am responsible for all attendees to my function at the Barren Hill Volunteer Fire Company and release the Company of any liability for those persons

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_