

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

*647 Germantown Pike  
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*

*Amici Vicinato  
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\*\*\**

*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 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.

- 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.
- **At NO time will glitter, confetti, or any otherwise loose article decorations be permitted. (this includes any confetti inside of balloons, because people tend to pop them and scatter the glitter). 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.**
- You are permitted access to the hall 2 hours immediately prior (on the day of) your event.
- Parking and an accessible entrance is available on the “far” side of the hall- away from the interior hallway.
- Your rental fee does NOT include set up of tables and chairs. Your hall monitor will show you the location of the tables and chairs for you to set up.
- If you are using the audio/video equipment, please make contact well prior to the day of your event so we can arrange for someone to show you operation of the system.
- Trash cans with spare bags are provided. Please avoid overfilling trash bags, as they become very heavy and hard to remove from the cans and carry to the dumpsters. Considering changing the bag when the level is about 8 inches below the rim of the can.

- There are two different ceiling light systems in the hall: Traditional ceiling troffers, and dimmable hi-hat style lights. Either can be used, but the hi-hats provide a more pleasant ambiance. Your hall monitor can help you with these.
  
- NO smoke or haze machines of any kind can be used to avoid activating the fire alarm system.
  
- In the event of a fire alarm activation, all participants must orderly evacuate the hall and wait for the all-clear from the hall monitor prior to re-entering.
  
- At the conclusion of your event, you are given one hour to perform your portion of the cleanup.
  
- You are responsible for removing ANYTHING you bring into the hall- decorations, food, balloons, service trays, etc. In short, anything you bring in must be carried out or placed into trash cans. All tabletops must be fully cleared.
  
- Please DO NOT break down or return tables and chairs to the chair closet. These must be sanitized and the hall monitor will take care of the sanitizing and putting them away.

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 \$200.00/hour
- Friday and Saturday 3PM to 2AM \$260.00/hour
- Saturday until 3PM \$225.00/hour
- Sunday \$225.00/hour

➤ Refundable Security

- Security Deposit: \$300.00\*

➤ Service Fee

- A \$175.00 Service Fee will be added to every rental for disinfecting and cleaning services

➤ Payments

- Payment may be made by cash, check, money order, PayPal or Venmo.
  - PayPal account: [bhfc29@hotmail.com](mailto:bhfc29@hotmail.com).
  - Venmo Account: [@BarrenhillFireCo](#)
- 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)
- A non-refundable Booking Fee of \$250.00 must be made to hold the date and is used as part of the overall payment.

➤ Cancellation

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

➤ Public Health & Safety Contract / Hall Rental Cancellation

The rental of the Barren Hill Volunteer Fire Company Hall may be cancelled at any time leading up to the rental date at the discretion of the Fire Company due to concerns for Public Health & Safety. A cancellation of this manner will result in the return of all fees paid by the renter in accordance with normal fee schedule returns.

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 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 agree that drug use is prohibited on the property of the Barren Hill Fire Company
- I understand that any person who is found using drugs 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: \_\_\_\_\_