

MEMBER REQUEST FOR USE OF CITIZENS' HOSE COMPANY BANQUET HALL

ONE FORM REQUIRED FOR EACH DATE

**FORM MUST BE RECEIVED PRIOR TO THE BOARD OF DIRECTORS' MEETING PRECEDING THE EVENT
(2ND MONDAY OF EACH MONTH) OR THE EVENT WILL BE DENIED**

Name of Member: _____

Address: _____

PHONE: _____

Date requested: _____ Time start: _____ end: _____

Describe Activity: _____

Auxiliary serving: yes no Bar package requested: Soda only Alcohol package

If the bar is requested by the renter, the Alcoholic Beverage Agreement must be completed.

I, the above listed contact person, have read the reverse side of this form and fully understand the regulations and conditions as set forth by the Citizens' Hose Company and have received a copy of these rules. I agree to abide by all the rules and conditions of the Citizens' Hose Company and will ensure that all users of the facility are aware of these conditions. I understand that any damage incurred during the event are my responsibility and repairs completed will be billed to me by the Citizens' Hose Company. All appropriate fees are submitted with this form.

Signature: _____ Date: _____

The Member in good standing signing here, must be on site during the entire function.

For Office Use Only

Form received by: _____ Date received: _____

(Check if Received) Use Fee check # _____ other _____

Board Action: Date: _____ approved denied Balance: _____

Deposit: _____

Amt. Due: _____

Date Contacted _____ By: _____

REGULATIONS AND CONDITIONS FOR THE USE OF THE CITIZENS' HOSE COMPANY BANQUET HALL

1. *A usage fee will be charged for each date requested payable to the Citizens' Hose Company, No. 1, Inc. and must accompany this application. The usage fee schedule is as follows;*
 - *260.00 base price includes:*
 - *Clean up fee*
 - *Bartender (1) (does not include beverages or alcohol)*
 - *Hall monitor*
2. Members may request the use of the banquet hall twice a year for themselves or immediate family only at the personal use fee. Immediate family will include grandparents, parents, spouse or significant other, siblings, children, grandchildren and great grandchildren.
3. Personal use includes; birthday, wedding, anniversary, graduation, retirement or family party, wedding shower, baby shower and baby christening.
4. Members may bring their own food, but will not have access to the kitchen.
5. If alcoholic beverages are to be served, an additional **\$75.00** fee is required for additional bartender (two are required when alcohol is served, alcohol not included). Last call will take place 15 minutes before the event is scheduled to end.
6. This application must be completed in full, signed, and all appropriate fees included.
7. The banquet hall is a tobacco free facility.
8. The Citizens' Hose Company Banquet Hall is available from 12 pm. – 1:00 am
9. Requests for the use of the banquet hall is based on six (6) hours. Additional hours are \$100 per hour paid to the bartender(s). The six (6) hours include five (5) hours for the event and (1) hour for clean-up. Setting up the hall, or decorating shall be done on the day of the event.
10. The Citizens' Hose Company Board of Directors must authorize all users, in advance, with the exception of funerals.
11. No alcohol shall be consumed outside of the banquet hall, including parking lot and sidewalks.
12. No outside alcohol can be brought into banquet hall for any event. All alcohol must be served through the bar.
13. No outside caterers are permitted.
14. The renter must remove any and all decorations after the event.
15. No decorations shall be hung from ceiling, on walls or affixed to floor.
16. **DANCE FLOOR WAX** of any type, cannot be put down on floor.
17. **SMOKE MACHINES** and any kind of **INCENDARY DEVICE(S)** are prohibited.
18. All property is to be treated with care and respect.
19. The property of the Citizens' Hose Company is under 24 hour surveillance.
20. 24 hours prior to the function the signer must contact the following to reaffirm arrangements:
 - Banquet Hall Rental Committee Chairperson - (302-508-0921)
21. Citizens' Hose Company emergencies have priority over and may preempt reservations. If this occurs, deposits will be refunded.
22. **Cancellation Policy: Cancellations, in writing, 45 days prior to a scheduled event will receive a full refund; cancellations less than 45 days will NOT receive a refund. The Citizens' Hose Company reserves the right to cancel any event by notifying the requester 45 days prior to the scheduled event and will refund all monies.**
23. **Returned Check Policy: If a check is returned, payment must be made in full, including any applicable fees, prior to the event, by cash or money order or the event will be cancelled by the Board of Directors.**
24. **Any variance from the conditions of the contract shall be addressed by the Citizens' Hose Company Board of Directors. The Board of Directors has the right to waive any condition of the contract.**

Citizens' Hose Company Alcoholic Beverage Agreement

Any person or organization renting the Citizens' Hose Company Banquet Hall, and have requested that alcoholic beverages be served, must read and sign the Alcoholic Beverage Agreement.

The Citizens' Hose Company No.1, Inc. adheres to the prevailing state liquor law pertaining to age limitations. Title 4, Delaware Code states that the legal age to consume alcoholic beverages is age 21. The consumption of alcoholic beverages by those under 21 years of age is prohibited.

The below listed contact agrees to the following:

1. Persons attending the function under the age a **21** shall not consume alcoholic beverages.
2. The Citizens' Hose Company bartenders have the right to refuse to serve any person who is either creating a disturbance or intoxicated.
3. No alcoholic beverages may be consumed outside of the banquet hall including the parking lot and sidewalks.
4. Last call will take place 15 minutes before the event is scheduled to end.

The renter agrees to be solely responsible for violations of the state liquor laws on the premises during the period of the rental and further agrees to indemnify, hold harmless and defend the Citizens' Hose Company No.1, Inc. and its Officers and Members from violations of the state liquor laws.

I have read and understand the above information and agree to abide to all the provisions regarding the use of alcoholic beverages.

Name: _____ Signature: _____
(Please Print)

Date: _____ Contact Number: _____

BAR OPTIONS:

Beverage Package _____
Open Bar _____
Cash Bar _____
Other (upon approval of Bar Chairman) _____