

**MEMBER REQUEST FOR USE OF SMYRNA FIRE HOUSE SOCIAL HALL**

*ONE FORM REQUIRED FOR EACH DATE*

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

**THIS FACILITY IS TOBACCO FREE**

Name of Member: \_\_\_\_\_

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

\_\_\_\_\_

PHONE \_\_\_\_\_

Date requested: \_\_\_\_\_ Time start: \_\_\_\_\_ end: \_\_\_\_\_

Describe Activity: \_\_\_\_\_

Ladies Auxiliary serving:  yes  no Bar requested:  yes  no [mark one, default is NO]

Liquor/Beer provided by renter:  yes  no [mark one, default is NO]

**If the Bar requested or liquor/beer is to be provided by the renter the last page of form must be signed.**

I, the above listed contact person, have read the reverse side of this form and fully understand the rules as set forth by the Citizens' Hose Company and have received a copy of these rules. All appropriate fees are submitted with this form. I agree to abide by all the rules and conditions if the Board of Directors of the Citizens' Hose Company approves this request and will ensure that all users of the facility are aware of these conditions.

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

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

If no member signs this form, it will be denied.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Please Print

AUXILIARY PRESIDENT if person above is an Auxiliary member

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Please Print

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*For Office Use Only*

Form received by: \_\_\_\_\_ Date received: \_\_\_\_\_

(Check if Received)  Use Fee  Bar Fee  Fee Waived  check # \_\_\_\_\_  Cash amount \_\_\_\_\_

Board Action: Date: \_\_\_\_\_  approved  denied

Date Contacted \_\_\_\_\_ By: \_\_\_\_\_

A Request for use of the Smyrna Fire Company Social Hall must be received and approved by the Board of Directors of the Citizens' Hose Company for reservation by any person or group. Citizens' Hose Company functions/emergencies have priority over and may preempt reservations.

## **RULES FOR THE USE OF THE SMYRNA FIRE HOUSE SOCIAL HALL**

1. A hall use fee will be charged for each date requested payable to the Citizens' Hose Company, No. 1, Inc. and must accompany this application. The hall use fee schedule as adopted by the Board of Directors is;

**Check appropriate box:**

- \$125.00 **Individual (member in good standing of Company or Auxiliary – personal use – twice yearly)**
2. When the bar is requested an additional \$75.00 fee is required for each date requested payable to the Citizens' Hose Company No.1, Inc. **must accompany** this application.
  3. The Smyrna Fire House Social Hall is available from 1200 – 0100 hours only. [12 pm. – 1:00 am]
  4. Members may request the use of the 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.
  5. Personal use includes birthday, wedding, anniversary, graduation, retirement or family party, wedding shower or baby shower and baby christening.
  6. Requests for the use of the firehouse shall not exceed six hours.
  7. Setting up the hall, or decorating shall be done on the day of the event after 1200 hours and must be coordinated and approved by the Hall Manager.
  8. The engine room, radio room, and second floor are **Off Limits**.
  9. The front of this form must be completed in full, signed, **all appropriate fees attached**.
  10. The Board of Directors must authorize all users, in advance with the exception of funerals.
  11. Any tables and chairs moved or rearranged must be returned to their original positions after use.
  12. No Toll calls are permitted.
  13. Members may bring in food.
  14. The member shall remove any and all decorations after the function.
  15. **No tape** shall be used to affix items to the walls or to hang items from the ceiling.
  16. All property is to be treated with care and respect.
  17. The member renting the hall is responsible for all related costs due to any damage incurred during a function, as repaired by the Citizens' Hose Company.
  18. **SMOKE MACHINES** are prohibited.
  19. 24 hours prior to the function the signer must contact the following to reaffirm arrangements:
    - Hall Rental Committee Chairperson 302-508-0921
  20. **Cancellation Policy: Cancellations in writing 45 days prior to a scheduled event will receive a full refund, all other cancellations will NOT receive a refund. CHC reserves the right to cancel any event by notifying the requester 45 days prior to the scheduled event and will refund all monies.**
  21. **If the check does not clear, payment must be made in full, including applicable fees, or the event will be cancelled by the Board of Directors.**

## Smyrna Fire House Social Hall Alcoholic Beverage Agreement

*Any member renting the Smyrna Fire House Social Hall, and has requested the Bar, must read and sign the Alcoholic Beverage Agreement. A certified CHC bar tender must distribute any/all alcoholic beverages.*

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 member agrees to the following:

- Persons attending the function under the age a **21** shall not consume alcoholic beverages.
- Only Citizens' Hose Company No.1, Inc. bartenders may dispense alcoholic spirits and beer when providing the bar.
- The Citizens' Hose Company No.1, Inc. has the right to refuse any person who is either creating a disturbance or intoxicated.
- They may **NOT** sell any alcoholic beverages.
- No alcoholic spirits/liquor or beer may be taken from inside the social hall.**
- Member shall not use company bar or dispensing equipment.

The member 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:

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Please Print

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