

**PUBLIC REQUEST FOR USE OF SMYRNA FIRE HOUSE SOCIAL HALL**  
*ONE FORM REQUIRED FOR EACH DATE*  
**FORM MUST BE COMPLETED AND SUBMITTED PRIOR TO THE BOARD OF DIRECTORS' MEETING**  
**(2<sup>ND</sup> MONDAY EACH MONTH) PRECEDING THE EVENT**  
**THIS FACILITY IS TOBACCO FREE**

Name of Organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

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

PHONE: \_\_\_\_\_

Date requested: \_\_\_\_\_ Time Start: \_\_\_\_\_ End: \_\_\_\_\_

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

CHC Auxiliary serving:  Yes  No      Bar requested:  Yes  No [mark one, default is NO]

**If the Bar requested 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:**

- \$375.00 Per Request** (A non-refundable \$125.00 payment must accompany this application – full payment due at beginning of event)
  - \$275.00 Community Service Organization – social event** (A non-refundable \$75.00 payment must accompany this application – full payment due at beginning of event)
  - \$125.00 Community Service Organization (meetings – 2hrs. + \$50 each addition hr.) / Bridal or Baby Shower / Birthday Party for children up to 13 yrs.; tables and chairs use only** (Full payment must accompany this application)
2. If the bar is requested, an additional **\$75.00** fee is required for each date requested, payable to the Citizens' Hose Company No.1, Inc. and **must accompany** this application.
  3. The Smyrna Fire House Social Hall is available from 1200 – 0100 hours only. [12 pm. – 1:00 am]
  4. Requests for the use of the firehouse shall not exceed six hours.
  5. 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.
  6. The engine room, radio room, and second floor are **Off Limits**.
  7. The front of this form must be completed in full, signed, **all appropriate fees attached**.
  8. The Board of Directors must authorize all users, in advance, with the exception of funerals.
  9. Any tables and chairs moved or rearranged must be returned to their original positions after use.
  10. No Toll calls are permitted.
  11. You may not bring in any food or alcoholic beverages (except cake, ice cream, & non-alcoholic beverages for parties) for any event.
  12. *No one shall use the CHC kitchen to prepare food for a function, without consulting the Hall Rental Chairman and the Auxiliary. Outside catering may be permitted, if: 1. CHC Auxiliary **must be your first contact for the catering**; 2. If the CHC Auxiliary cannot provide the service, the caterer must be approved by the Auxiliary; 3. Upon approval of a caterer, a charge of **\$100** will be made payable to the CHC Auxiliary; 4. The caterer may not use the kitchen facility to prepare the meal (stove, slicer, utensils, etc.); 5. The food must be prepared at some other location and brought to the CHC kitchen, where it can be stored in a refrigerator and/or warmer.*
  13. The kitchen is not available without the Ladies Auxiliary.
  14. The renter 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 person/organization 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** and any kind of **INCENDARY DEVICE(S)** 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; cancellations less than 45 days 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 any applicable fees, prior to the event, or the event will be cancelled by the Board of Directors.**

**22. Any variance from the conditions of the contract shall be addressed by the CHC Board of Directors. The Board of Directors has the right to waive any condition of the contract.**

**Smyrna Fire House Social Hall Alcoholic Beverage Agreement**

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

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 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: \_\_\_\_\_