

Odessa Fire Company

304 Main St

Odessa, DE 19730

(302)378-8929

Thank you for choosing the Odessa Fire Company for your special event!

Banquet Hall Rental

Weekend rates – Friday thru Sunday

- \$1,000 for five (5) hours when using the Odessa Ladies Auxiliary or non- food events
- \$1,000 for five (5) hours using a preferred caterer
- When using a preferred caterer a no refundable \$300 Kitchen use fee is required.

Deposit – A non-refundable deposit of 50% of the Hall rental rate is required to hold the Banquet Hall for your desired date upon signing the contract.

Guidelines – Upon signing the rental contract for the Odessa Fire Company Banquet Hall you consent that:

- You are responsible for any stolen or damaged articles
- No smoking is permitted in the building
- Decorations are not permitted to be hung on the walls
- No Confetti or Small Particles are to be thrown on the hall or placed on tables
- Favors, personal centerpieces, floral arrangements and place cards must be delivered the morning of your event

Payment – The balance of your bill, the final count is due two (2) week prior to your event, payable by personal check or money order.

Seating – The Hall capacity is 240 people with 10 people to a table. If renters wish to have 9 people per table this reduces the number of people to 192.

Linens – The Odessa Fire Company will provide white or Ivory tablecloths and napkins if so desired

6. The Lessee understands, that if the hall becomes unusable for reasons beyond the lessors control, such as, but not limited to fire, flood, or regional power failures the liability of the lessor shall be the return of the deposit or to reschedule the event at the earliest date available. INITIALS _____

7. The Lessee understands, that the primary function of the Odessa Fire Company is to provide emergency services to the public and that in the event of a National, State or local emergency it may be necessary to use the hall as part of that service. Therefore, if the hall is placed in service for such emergency this contract is null and void and all deposits pertaining to the contract will be returned to the lessee. Arrangements may be made to reschedule the hall. INITIALS _____

8. The Lessee understands that the must purchase all beverages from the lessor, as it is unlawful to bring alcoholic beverages on the premises. Please keep in mind that our Bartenders are volunteers. INITIALS _____

IN SIGNING THIS CONTRACT. LESSEE AND LESSOR AGREE THAT THEY HAVE READ AND FULLY UNDERSTAND THE CONTRACT.

Lessor (Odessa Fire Company)

Lessee

Printed name

Printed Name

Date

Address & Phone Number