

Bowers Fire Company Inc.
3285 Main Street
Frederica, De. 19946
(302) 335-4640

Hall Rental Agreement

This agreement made the _____ day of _____, 20____, between the Bowers Fire Co. Inc.,
(Date) (Month) (Year)
hereafter called Company, and _____, hereafter called Renter, for any
(Renter's Name)
services listed below.

Hall Rental Fees and Conditions

1. The rental fee is \$400 for a 6 hour period, with a \$50 per hour overtime charge. (Additional time must be pre-approved or will be subject to the supervising member)
2. The rental fee shall be \$200 if the Auxiliary caters the event. (Minimum of 25 plates)
3. A \$250 security deposit is due and will be refunded within 10 day of the event, provided no damages occur to the building or its environs.
4. A signed contract and security deposit are required to reserve the rental date.
5. All payments are due, no less than 2 weeks prior to the rental date. (When having the event catered by the Auxiliary, only 50% of the catering cost will be required, and the remaining 50% will be due the date of the event.)
6. Cancellation notice must be received in writing, no less than 10 business days prior to the event date to receive a refund. If notice is not received prior to 10 business days, a \$100 service fee will be charged and the difference will be refunded.

Hall Rental Terms and Conditions

1. All decorations must be supplied by the Renter. Application and removal of decorations must be supervised by the Vice President or his designee. Removal of all decorations must be completed by the end of the rental period. No decorations are to be attached to walls or ceiling.
2. Should any damages occur over and above the \$250 security deposit, the Company will submit an itemized bill to the Renter. If the bill is not satisfied within 30 day from submittal, legal action will be pursued by the Company's attorney.
3. Alcoholic beverages are permitted with approval from the Company. A \$10 fee will be charged for a State of Delaware Gathering License.
4. Any rental for public or private use as a fundraiser must be approved by the Company's Board of Directors. The rental rates will be set by the Company and a minimum liability policy of \$100,000 must accompany the final payment. Any security personnel will be supplied by the Renter.
5. Gambling is strictly prohibited.
6. The facility will **NOT** be rented for lewd, immoral, or illegal acts.
7. Uncontrolled rowdiness by a person or persons will not be tolerated. This will result in prompt dismissal of all patrons, and possible notification of the proper authorities.

Rental Information

Type of Function: _____
Date of Function: _____ Start Time: _____ End Time: _____

Rental Fee: \$200 or \$400	_____	Catering Agreement: Yes _____ No _____
Security Deposit:	<u>\$250</u>	
Cleanup Fee:	<u>\$150</u>	
Equipment Fee:	_____	Sound System: \$25 Projector: \$50
Catering Cost:	_____	Steam Table: \$25
 Total:	 = _____	
Less Down Payment	- _____	
Balance Due:	= _____	

Renter

Name: _____

Address: _____

Phone #: _____

Company Representative

Name: _____

Title: _____

Phone #: _____

Special Requests or Notes

Meal Plan
Prices Effective January 2011- January 2013

Menu Selection A- Cost per person: \$11.00

Choice of 1 Meat (Fried Chicken, Baked Chicken, Turkey, or Ham)
Choice of 1 Potato
Choice of 1 Vegetable
Choice of 2 Sides
Rolls and Butter
Coffee and Tea
Choice of 2 Desserts

Menu Selection B- Cost per person: \$11.00

Cold Cut Platter
 Choice of 2 Meats (Roast Beef, Ham, or Turkey)
Choice of 2 Cheeses
 American, Provolone, or Swiss
Choice of 2 Cold Salads
 Macaroni Salad, Potato Salad, or Coleslaw
Rolls
Condiments
Pickles and Olives
Potato Chips and Pretzels
Coffee and Tea

Menu Selection C- Cost per person: \$13.00

Roast Beef
Choice of 1 Potato
Choice of 1 Vegetable
Choice of 2 Sides
Rolls and Butter
Coffee and Tea
Choice of 2 Desserts

Menu Selection D- Cost per person: \$15.00

Choice of 2 Meats (Fried Chicken, Baked Chicken, Ham, Turkey, or Roast Beef)
Choice of 1 Potato
Choice of 1 Vegetable
Choice of 2 Sides
Rolls and Butter
Coffee and Tea
Choice or 2 Desserts

Additions

Vegetable Tray: \$1.00 per person
Cheese and Cracker Tray: \$1.00 per person
Potato Chips and Pretzels: \$1.00 per person
Pickles and Olives: \$.50 per person
Nuts and Mints: \$.50 per person

Vegetables Choices:

Peas
Corn
Lima Beans
Mixed Vegetables
String Beans
Baked Beans
Succotash

Sides:

Macaroni and Cheese
Stuffing
Rice
Applesauce
Cranberry Sauce
Pasta Salad
Coleslaw
Potato Salad
Macaroni Salad

Potatoes:

Baked Potatoes
Mashed Potatoes
Scalloped Potatoes
Roasted Red Skin Potatoes w/ Parsley
*Gravy available upon request

Desserts:

Assorted Cakes
Assorted Pies
Assorted Cookies
Pudding (Vanilla and Chocolate)
Ice Cream (Vanilla/ Chocolate Cups)
Fruit Cocktail

Notes: All meals are prices per person.
All dinners are served buffet style (Upon request, the head table will be served)
Menu selections can be changed at an additional fee.
If your menu selection includes seafood, fair market prices apply.

Notes and Selections: _____

Renter's Signature: _____ Aux. Rep. Signature: _____