

Middletown Memorial Hall

Revised 7 / 12 / 10

27 West Green Street**Middletown, DE 19709****302 – 378 – 9506 / FAX 302 – 378 - 9130****www.VHC27.com****BANQUET AND WEDDING INFORMATION****HALL RENTAL****HALL RENTAL RATES –**

FRIDAY THROUGH SUNDAY -	2010 - \$1,000.00
(Extra hours based on hourly rate.)	2011 - \$1,100.00
(Mandatory use of the bar on Friday	2012 - \$1,100.00
& Saturday hall rentals.)	

MONDAY THROUGH THURSDAY –	2010 - \$250.00 / HOUR
	2011 - \$250.00 / HOUR
	2012 - \$250.00 / HOUR

A deposit is required to hold the Hall for your desired date. Hall rental is for five (5) hour maximum.

The hall & bar close at 10:00 p.m. Sun – Thurs.

The hall & bar close at 1:00 a.m. Fri. – Sat.

The Banquet Hall supplies:

- Complimentary champagne toast to the bridal party and family tables (2)
- Table and chairs (**linens, plates, glasses & silverware provided by the caterer**), 300 people maximum.
- Your wedding ceremony may be performed in the Hall at no additional charge.

The following guidelines are consented to upon signing the rental contract with the Volunteer Hose Company of Middletown Banquet Hall:

- **No smoking is permitted in the Building.**
- **We are not responsible for any stolen or damaged articles**
- **Decorations are not permitted to be hung on the walls or ceilings**
- **No confetti, rice bubbles or small particles are to be thrown in the Hall or placed on the tables.**
- **Personal napkins, favors or centerpieces and place cards are your responsibility. These items may be brought to the hall on the day of the event.**
- **No stages are permitted to be used in the hall.**

SEATING

Bridal Table

The Bridal Table is for the wedding party only. We ask that you have place cards for the bridal table and that you inform them of the seating arrangement. A champagne toast is provided to the bridal party, compliments of the Banquet Hall.

Family Tables

Complimentary champagne is provided to (2) family tables. We suggest that you keep family table seating to a minimum and for the immediate family only. Parents, grandparents, brothers, sisters and clergy should be at the family tables. Please be sure to indicate where you would like the family tables on our seating chart.

Your seating chart should be turned into the Hall Manager two weeks prior to your event. You are to indicate how many people will be seated at each table and any tables you wish to be removed. Each table seats a minimum of (8) eight guest and a maximum of (10) ten guest. Put your total count on the chart. Please remember to include the bridal table, photographers, disc jockeys or band members in your count. You are responsible for putting your place cards in alphabetical order (your caterer may take care of place cards for you).

FINAL COUNT AND PAYMENT

You will be contacted by the Hall Manger or caterer approximately (4) weeks prior to your event to schedule an appointment to meet and go over any questions you may have.

At this time, we ask that you have your seating chart completed. These meetings are conducted over the phone or Monday through Friday between 8:00 – 4:00. Please call us if you have any questions beforehand, or wish to meet with us sooner.

Please remember to be courteous to your guests. The meal should be ready to be served at the time you specify to your caterer. Please coordinate this with you photographer, disc jockey or band and receiving line, so that your guests are not waiting for an extended period time.

You may decorate the day before your special event **upon availability** of the hall. If the hall isn't available the day before, you may start decorating at 10:00 am the day of your event.

The balance of your bill is due one week prior to your special event.

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The Volunteer Hose Company of Middletown owns & operates the Middletown Memorial Hall hereafter known as the Lessor and

_____ agent for _____ hereafter known as the Lessee agree and understand the following:

1. The Lessee is renting the Middletown Memorial Hall from the Volunteer Hose Company of Middletown.
For the sole purpose of a _____ on _____
from _____ a.m./p.m. to _____ a.m./p.m. **A NON – REFUNDABLE 50 % deposit of the hall rental rate must be made to secure the Middletown Memorial Hall.**
2. The Lessee is responsible for and must make full payment on any or all damages and / or theft, incurred to the building or equipment on the premises of the Volunteer Hose Company of Middletown caused by persons attending the function.
3. If this contract has been brought about by means of false information the Lessor, at its discretion may cancel this contract.
4. Lessee cannot sublet the hall or sell tickets for personal profit.
5. Lessee cannot use the name Volunteer Hose Company of Middletown or the Middletown Memorial Hall in any advertising or printed material, or to use words which would indicate the Lessor sponsors or endorses the event except to state location of the event.
6. The Lessee understands, that if the hall becomes unusable for reasons beyond 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.
7. The Lessee understands, that the primary function of the Volunteer Hose Company of Middletown 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 an emergency this contract is null and void and all deposits pertaining to this contract returned to the Lessee. Arrangements may be made to reschedule the hall

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8. The Lessee understands that they **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 and appreciate gratuities.

9. **Golden Apple Caterers** is the exclusive caterer for the Middletown Memorial Hall. They can be contacted at 302-737-6933 or on the web at: www.GoldenAppleCaterers.com. The renter or Caterer shall provide all linens, decorations, table centerpieces and coffee/tea condiments.

10. In signing this contract, Lessee and Lessor agree that they have read and fully understand this contract.

Lessor (Vol. Hose Company of Middletown)

Lessee

Printed Name

Printed Name

Date

Address

Phone Number

Date

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BAR CONTRACT

The Lessee is responsible for their guest. No alcoholic beverages are permitted to be brought onto the property of the Volunteer Hose Co. of Middletown. No alcoholic beverages may leave the Middletown Memorial Hall as well!

Cost for the bar is per person, regardless of age, unless three years and under.

If you wish to have champagne or wine toast for all your guests, you will be billed for the champagne or wine per bottle.

No one under the age of 21 will be served alcoholic beverages. Please pass this on to the wedding party due to the dress code. Parents should obtain sodas and juices at the bar for those under 21. **Due to state law, bartenders reserve the right to check ID's upon request. No ID will result in not being served from the bar.**

We have the right to refuse anyone who is either creating a disturbance or intoxicated. The lessee will be responsible for any damages done to the Hall.

Bar prices subject to change without notice, due to market price changes beyond our control.

You have the option to close the bar for 1 hour during your event. If you choose to have the bar closed during the dinner hour – any and all drink request will be the caterer's responsibility.

Your bar option may only change 1 time during your event. Your 2nd option would reflect back to the 1st hour price of that package (Example. Open Bar to Beer, Wine, and Sodas). The Lessor reserves the right to sell all drinks while the bar is open.

As lessee of the hall please be advised and responsible. Everyone attending your event must follow and abide to all laws of the state of Delaware regarding the consumption and possession of alcohol. Anyone attending the event failing to comply could result in the termination of your event.

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Middletown, DE 19709
302 – 378 – 9506 / FAX 302 - 378 – 9130
www.VHC27.com**

BAR CONTRACT

BAR OPTIONS:

**Open Bar - 2 Hours Minimum – Paid by Lessee 1 week prior to the event.
2010 - \$6.00 pp/1st hr. \$6.00 pp/2nd hr. \$3.00 pp/per additional hour(s).
2011 – Same As Above
2012 – Same As Above**

**Beer / Wine / Sodas - 2 Hours Minimum– Paid by Lessee 1 week prior to the event.
2010 - \$4.00 pp/1st hr. \$4.00 pp/2nd hr. \$2.00 pp/per additional hour(s).
2011 – Same As Above
2012 – Same As Above**

**Soda Only - 2 Hours Minimum– Paid by Lessee 1 week prior to the event.
2010 - \$1.50 pp/per hour
2011 - \$1.50 pp/per hour
2012 - \$1.50 pp/per hour**

Cash Bar –

of People _____

Bar Hours _____

Lessor (Vol. Hose Co. of Middletown)

Lessee

Printed Name

Printed Name

Date

Date