



Fireman's Hall Event Rental Contract

Fireman's Hall
Florence Township F.O.P. Lodge #210
69 Main Street
Roebling, NJ 08554

Mailing address:
FOP Lodge #210
P.O. Box 285
Florence, NJ 08518

Rates are for up to a five hour rental. Any rental over 5 hours may incur additional charges. Event must end by 11:00 PM. Only 1 event is booked per day.

Renter must provide insurance and township/ABC one-day permit if alcohol is to be served for sale or where alcohol is provided and tickets for admission are sold.

Note: If you use a caterer that is not one of the F.O.P. Lodge 210 contracted caterers, there will be an additional \$100.00 fee.

We do not rent for teen parties. Family oriented parties such as 1st Communions, Confirmations and family only birthday parties are permitted.

FACILITY: We require that the renter leave the facility in the condition as the renter accepted it. Renter will be responsible for any damages as a result of the event. A staff member will be on premises from start to end of your event. They are there to help should you need extra tables and chairs, clean-up of a spill, technical assistance with the building's equipment, etc. The renter will be responsible for clearing tables of tablecloths, trash, etc. **No decorations or other items may be taped/tacked to any walls. No balloons are allowed in the building. The use of glitter and confetti is not permitted.**

RESERVATION DEPOSIT: A NON-REFUNDABLE RESERVATION DEPOSIT OF \$100.00 WILL BE DUE AT THE SIGNING OF THE CONTRACT. The date will not be reserved and will be able to be reserved by someone else until the \$100.00 deposit is collected. If the event is cancelled after the contract has been signed and the deposit is taken, the deposit shall be forfeited. If the event is rescheduled for a different date, it shall be at the discretion of the building manager whether the deposit is forfeited or if it is credited towards the new date of the event. The building manager will take into consideration whether or not the change in date affected any other possible rentals for the original date.

SET-UP TIME: The renter may request for the building to be open 1.5 hours prior to the contracted time for set-up and decorating at no extra charge. The renter may make special arrangements to set-up/decorate at another time when signing the contract (conditions permitting).

Fireman's Hall Event Rental Contract (cont.)

Renters name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell phone number: _____

Date of event: _____ Occasion: _____

Start time: _____ End time: _____

Total number of expected attendees: _____ (250 max occupancy)

Will alcohol be served: (YES) (NO)

Will alcohol be sold: (YES) (NO) (If alcohol is to be sold, renter must provide insurance & township permit)

Will kitchen be needed: (YES) (NO)

Will a caterer other than an F.O.P. Lodge #210 contracted caterer be used for event? (YES) (NO)

Catering Company: _____ Phone # _____

We reserve the right to terminate the event, with forfeiture of all monies, should problems arise beyond our control. (example: Under-age alcohol consumption, fighting, property damage, etc.)

Please initial your acceptance of the following conditions:

_____ No balloons, glitter or confetti.

_____ No decorations or any other items taped/tacked to any walls.

_____ No non-family oriented teen parties.

I have read and agree to all the terms and conditions set forth above:

Renter Signature: _____ Date: _____

Hall Price: _____ F.O.P. Member Assigned: _____

Deposit Received: _____

Balance Due: _____

Fireman's Hall

Event Rental Pricing

Daytime Weekday Rentals

Monday thru Friday: \$300 per day, event must end by 5:00pm
(multi-day discount \$250 per day/ 3 or more consecutive days)

Evening Weekday Rentals

Sunday thru Thursday: \$450

Weekend Rentals

Friday and Saturday: \$600 (township residents)
\$700 (non-residents)

Wedding and Wedding Reception Rentals

100 guests or less: \$900
over 100 guests: \$1000

Local Community Organization Rentals (Banquets)

Florence Township based non-profit organizations may rent the hall once per calendar year at no rental fee for an annual banquet, pending availability. All local organizations shall be responsible for a cleaning fee of \$150 associated with the rental and will assist the onsite staff member with the cleanup. Local community organization rentals shall include, but not be limited to, Florence Township sponsored recreation programs, Florence Township Boy Scout and Girl Scout organizations and the Florence Township Education Foundation. Additional rental requests would be subject to standard rental rates.

Local Community Organization Rentals (Fundraising Events)/High School Sponsored programs

Sunday thru Thursday: \$300 (over 100 guests: \$400)
Friday and Saturday: \$450 (over 100 guests: \$550)