



## **Bendersville Community Fire Company**

P.O. Box 254 / 144 Park ST

Bendersville, PA 17306 717-677-8000/8324 fax 0599

[bendersvillefireco@yahoo.com](mailto:bendersvillefireco@yahoo.com) / [www.bendersvillefireco.com](http://www.bendersvillefireco.com)

### **Bendersville Community Fire Company (BCFC) Facility Rental Program**

**Community Center – Dining Hall with Comfortable Table Seating Capacity of 200 for Banquets and 150-175 for Weddings (located on the 2<sup>nd</sup> floor)**

Costs - \$400 per four hour rental, \$200 deposit and \$100 each for additional hours.

**Community Meeting Room with Table Seating Capacity of 75 (located on the 1<sup>st</sup> floor)**

Costs - \$150 per four hour rental, \$50 deposit and \$50 each for additional hours.

Please contact our Facility Manager for more information:

Katie Englebert

175 Benders Church Rd.

Biglerville, PA 17307

[kmc\\_psu211@yahoo.com](mailto:kmc_psu211@yahoo.com) or phone (717) 778-2023

### **Terms and Conditions for usage of Bendersville Community Fire Company Facilities**

1. The deposit is required when submitting a signed Rental Contract Application. Checks should be made payable to: Bendersville Community Fire Company. The deposit will be returned within 30 days after the event provided that no damages occurred during the event or that additional clean up time was required.
2. After your Rental Contract Application has accepted and finalized, only authorized Fire Company members can grant changes. The only persons authorized to grant changes to a rental contract are as follows: Executive Board members and the Facility Manger.
3. The renting party must abide by all local, state and federal laws at all times.
4. The BCFC assumes no responsibility for personal accidents or injuries that occur during events or activities. The renter agrees that the BCFC shall not be responsible for any personal accidents or injuries occurring on the premises and hereby agrees not to hold the BCFC liable for any claims which may be made against the BCFC as a result of such rental usage.
5. The BCFC assumes no responsibility for the use of alcohol on the premises. Alcohol is prohibited from being sold during any private rental. No alcohol is to be consumed by persons under the age of 21. Alcohol distribution and ID checks are the responsibility of the responsible party, whether present or not. Intoxication of parties involved will result in removal of all parties from the building and property.
6. Decorations may be used but only taped to the chairs or tables. No decorations of any kind may be fastened in any manner to the ceiling, ceiling grids, light fixtures, TVs or walls. All tape must be removed from tables and chairs during event cleanup.
7. Exit doors may not be blocked in any way.
8. Our facilities are tobacco free. Please utilize the outside smoking areas and butt cans as provided.
9. The renting party is not authorized to Sub-Lease our facilities.
10. Any returned check will be assessed a minimum penalty of \$50.

**PLEASE RESPECT OUR FACILITIES. THANK YOU FOR YOUR BUSINESS!**

*Updated as of February 22, 2019*



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11. Children must be under adult supervision at all times – NO EXCEPTIONS.
12. All events must end no later than 9:00 PM with 1 hour for clean up. The hall will close at 10:00 PM.
13. Live entertainment must adhere to the Borough noise ordinance and end not later than 10:00 PM.
14. Any damage done to BCFC property during the set up, actual event or clean up, will be the responsibility of the undersigned party, whether present or not.
15. Rental fees are required to be paid in full 14 days prior to the scheduled event.
16. Cancellation of a rental contract may occur up to 30 days prior to the event. Anything less than 30 days notice will result in the loss of the deposit.
17. The rental party is entitled to use the requested facility for a coordinated one hour set up period as well as a one hour cleanup period. Any rental requiring set up time in excess of the 1 hour as provided will be charged an additional fee at the rate of \$50 per hour.
18. The renting party is responsible for cleanup activities within 1 hour after their event concludes. The facility is expected to be properly cleaned and returned to the condition as it was found prior to the rental. If the hall is not properly cleaned by the renting party, the renting party will forfeit their deposit. In addition, the BCFC also reserves the right to bill the renting party for any cleanup time which exceeds 2 hours at the rate of \$50 per hour. Additional event hours must be approved by an authorized BCFC member in advance.
19. Rentals include the use of the requested facility, restrooms, entry, foyer/coat room, tables and chairs only.
20. Under no condition will an event guest be allowed into the other areas of the building not stated above such as: fire truck bay, membership lounge, offices, equipment rooms, etc – NO EXCEPTIONS.
21. Parking in the spaces beside and in front of the Engine Bays is strictly prohibited. These spaces are reserved for Emergency Responders only. Violators will be towed at the owner's expense.
22. Facility management services will be maintained by authorized BCFC members only. These include but are not limited to: electrical, heating, cooling, sound system, etc. If you experience any issues with the facility, please contact a BCFC member to address the issues.
23. PROHIBITED Activities include: smoking in the building; standing, sitting or writing on tables; horse play; throwing objects; kicking chairs; sliding tables across the floor, disorderly conduct to include intoxication of party members; damaging activities.

NOTE: The BCFC reserves the right to terminate an event at any time for activity or behavior that it feels is disorderly, vandalizing, or endangering to occupants. Termination of an event may also occur if any member of the renting party fails to abide by the terms and conditions as stated above. If an event is terminated, all sums paid in advance will be forfeited by the renting party.

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