

Social Hall Rules and Regulations

1. *Contract must be completed and signed. Clean-up deposit must be received before booking will be final.*
2. *The total amount of the facility rental fee is due at the time of the final booking. If the event is canceled more than 90 days prior to the scheduled date 50% of the clean-up fee will be refunded. If the event is canceled 89 days or less prior to the scheduled date the clean-up fee will not be refunded. If the hall can be rented for the scheduled date your fee may be refunded.*
3. *OFD will provide bar staff for your scheduled event.*
4. *The total bill is due the day of your event.*
5. *Pennsylvania law requires that a person be at least 21 years of age to consume or buy alcoholic beverages. We reserve the right to ask for photo identification if there is a question of the age of your guest.*
6. *Any visibly intoxicated person or persons will be "politely shut off" by our bartender or manager.*
7. *No alcoholic beverages are to leave the hall at any time.*
8. *If a person becomes loud, uses profane language, or becomes abusive, they will be asked to leave the hall.*
9. *Adequate supervision/ chaperoning must be provided for any children or youth at the facility.*
10. *OFD is not responsible for the actions of your guests while on our property.*
11. *A coat check attendant is available for tips or a fee at your expense.*

12. *The kitchen must be cleaned and all supplies/ equipment returned after use to obtain your deposit.*
13. *Decorations: NO DECORATIONS will be applied to the walls, ceilings, or floors of the facility. YOU may not use tape, nails, staples, or glues to affix any decorations to tables nor doors. All Decorations MUST be arranged with the Hall Manager prior to the event.*
14. *Plastic, paper, or linen tablecloths must cover all tables. This must be done at your expense. We do not provide linens.*
15. *OFD will not be held liable or responsible for any damaged, lost, misplaced, or stolen items/property during your use of our facility.*
16. *Any damage to the facility or property by you or your guests will be billed to you as soon as the amount of the damage is assessed.*
17. *A member of the OFD will be on staff to answer any questions or deal with any problems that might arise. You are responsible for providing a meal for this person as compensation.*
18. *The hall must be vacated no later than 1:30 am.*
19. *All fees are to be paid with check or money order made payable to the **Oklahoma Fire Department.***
20. *The hall may be available the day before for decorating only if it is available. These arrangements are to be made only with the rental manager.*
21. *Person signing the contract will be held liable for any damage to the building or its contents.*
22. *A \$150.00 security/cleaning deposit is required for all rentals. It is payable at the time of the booking in order to reserve the hall. Pre-arrangements can be made so that the Fire Dept. will clean the hall for the \$150.00.*

23. Any overseer from the fire company is a member of the fire company. They are responsible for protecting fire company property. They have the power to remove any person who is disruptive or causes damage to fire company property. Any damages that cannot be recovered from the responsible party are the responsibility of the renter (s).

Rental Charge _____

Deposit _____

Total _____

Fire Company Officials:

Rental Manager

Trustee

Contractee (s)

Signature: _____ Date ___ / ___ / ___

Print Name _____ D.O.B _____

Social Security Number _____

Address _____

Information is for rental agent only