

**PHILADELPHIA FIRE OFFICERS ASSOCIATION**  
**2500-02 LEFEVRE STREET, PHILA., PA 19137**  
**#215-688-8898**

**HALL RENTAL CONTRACT**

Date of Function: \_\_\_\_\_ Day: \_\_\_\_\_ Occasion: \_\_\_\_\_

Name(s): \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #'s: \_\_\_\_\_ Hall Times: \_\_\_\_\_ till \_\_\_\_\_

Upon Deposit of **\$400**, along with your signature and the signature of a Marc Evan Caterers' Associate, this contract will be binding on both parties.

**Full Payment of balance is due 1 week before event** \_\_\_\_\_.

**Rules and Regulations:**

The PFOU will provide you the use of our hall for a four (4) hour event (up to 105 people) and the set up of tables and chairs. You may enter the hall 1 hour prior to your start time. PFOU will provide table covers, ice, coffee and tea. We will provide a waitress and bartender. **THE COST IS \$500 for the hall and \$200 for our staff. This does not include gratuity.** All other necessities for your party **MUST** be provided by you or your caterer. All outside caterers must provide a copy of their insurance to use the PFOU. A \$500 damage security will be held in cash for each party and will be held against any damages as a result of your affair and will be returned to you minus any damage within 1 week.

Coffee, Tea and Soda Included with all packages.

Kegs of beer: \$175 per keg.

Liquor Package: \$15.00 pp draft beer, wine.

\$20.00 pp Draft Beer, Wine, Open bar

\$25.00 pp Bottled beer, Wine, Open bar

Cash or Tab Bar Available.

**NO CONFETTI OR TAPE IS PERMITTED.**

Additions: \_\_\_\_\_ = \$ \_\_\_\_\_

Bar costs: \_\_\_\_\_ = \$ \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_

1<sup>st</sup> Deposit: \$ \_\_\_\_\_, Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Gratuities are not included and are suggested to be \$75 per server and \$50 per bartender.

BALANCE DUE: \$ \_\_\_\_\_

*ALL PARTIES AGREE TO THE ABOVE TERMS AND CONDITIONS.*

Signature of Customer: \_\_\_\_\_ Date: \_\_\_\_\_

Special Instructions \_\_\_\_\_