



Hall Rental Guidelines and Form

Prospect Park Fire Company

1001 Lincoln Avenue, Prospect Park, PA 19076

Phone: 610-522-1830 email: contact@station08.com

Prospect Park Fire Company Hall Rental Guidelines

1. This form must be completed and submitted to the fire company President; all requests are subject to review and approval. You will be contacted once a decision is made.
2. All hall rentals must have a designated fire company member who will serve as your hall rental sponsor. If no sponsor is available, one will be assigned to you upon approval of your hall rental request. The purpose of the *sponsor* is to :
 - Allow the renter(s) to gain access to the building;
 - Move all apparatus out of the engine room;
 - Monitor hall rental activity to ensure conduct is within PPFC guidelines;
 - Supervise cleanup to ensure the hall is left in the manner in which it was entered.
3. The hall renter is responsible for setting up for the event plus cleaning the firehouse after the event including:
 - Sweeping and mopping the floors (e.g. clean spills);
 - Ensuring the bathrooms are cleaned;
 - Removing trash and placing behind the building;
 - Removing food from the kitchen (No food to be left in the fridge.);
 - Cleaning the kitchen (e.g. counters wipes down, no dishes left in sink);
 - Place tables and chairs back into holding racks.
4. Any general public event/benefit which includes consumption of alcoholic beverages requires at least one police officer on duty. The renter must arrange by calling 610-534-2222 and speaking with the Prospect Park Chief of Police.
 - The renter is also responsible for having a bartender(s) present for any event where alcohol will be consumed. Bartenders **must** be provided by the Fire Company at a small fee. **see fee schedule*
5. All necessary payments are due **prior to** rental date. Make checks payable to: Prospect Park Fire Company. The deposit fee (half of rental) is due at the time of booking.

Additional information:

- The rental space available is the main engine bay where the apparatus is kept. The space will be cleaned prior to the event. It is recommended that you visit the station to view the area before reserving the hall.
- We have enough seating for 150 people.
- The Engine Bay is NOT air conditioned and some fire company equipment (e.g. gear racks) may need to remain inside the station during your rental.
- The kitchen is at your disposal during your event (small fridge and stove/ovens).
- Ice is available for purchase next door at H&L beverage.
- Up to 15 long tables and 8 round tables are available for use. Table coverings are highly recommended

Hall Rental Form

| | |
|--|--|
| Name of Renter: | |
| Organization (if applicable): | |
| Phone Number: | |
| Email Address: | |
| Event Date: | |
| Event Start Time: | |
| Event End Time: | |
| What time would you like access to the hall for setup? | |
| Hall Rental Purpose: | |
| Fire Department Sponsor: | |
| Will alcohol be served? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are bartenders requested? (See PPFC Hall Rental guideline #4. Bartender fees are available in the fee schedule.) | <input type="checkbox"/> Yes, 1 for up to 70 people <input type="checkbox"/> Yes, 2 for over 70 people <input type="checkbox"/> No, bartenders are not necessary |
| Will there be a police officer on duty? (See PPFC Hall Rental guideline #4.) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will you need a cleanup crew? (additional charges may apply) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Approximate # of people attending: | |
| Hall Type: | <input type="checkbox"/> Half Hall (\$125) <input type="checkbox"/> Full Hall (\$200) |
| Form Completion Date: | |

Fee Schedule

Half Hall - \$125

Full Hall - \$200

Bartender - \$50 each (see PPFC Hall Rental guideline #4.)

1 bartender required for up to 70 people, 2 bartenders required for over 70 people

Fire Company use only

| | |
|-------------------------------|---|
| Review/Determination Date: | |
| Status: | <input type="checkbox"/> Approved <input type="checkbox"/> Denied |
| Total Amount Due: | |
| Deposit Amount Due: | |
| Deposit Date/Amount Received: | |
| Notes: | |