

Yorkana Volunteer Fire Company

42 Main Street

Yorkana, PA 17406

717-757-2456

Yorkana Volunteer Fire Company offers catering for a variety of occasions. Whether you are celebrating a special birthday, getting married, having a baby, getting festive for the holidays, or celebrating many wonderful years together. We at Yorkana Volunteer Fire Company are quite flexible and willing to work with you to meet your needs. We have years of experience through serving dinners like: Mother's Day, Bingos, Family Reunions, and many other events.

In this packet you will find a menu and a hall rental contract. The hall rental contract gives different options of how you may use the hall, including the ability to use our kitchen. Our hall holds a maximum amount of 190 people with an area for food and dancing. A drawing of the hall will be provided to assist you in deciding the layout of the room for your event. If you choose to use the Yorkana Volunteer Fire Company for your special occasion, please fill out the hall rental contract as soon as possible. If you choose to have us cater your event, you may then take your time and decide what menu would best serve you. We are also willing to consider a favorite dish you may want to have served. A menu must be submitted to the Fire Company, with an estimated number of people attending, no later than three weeks prior to your event. Ten days before your event, please contact the Fire Company with a final head count, so that we have adequate supplies and members present to make your special day unforgettable.

Thank you for choosing Yorkana Volunteer Fire Company. We look forward to hosting your event.

Sincerely,

Dinner Committee

To minimize your cost the Yorkana Fire Company rental fee does not include any custodial fees. The facility will be clean prior to your event. It is expected that when you leave, the facility will be restored to the same condition you found prior to your rental. If not, any expense incurred (above and beyond the security deposit) for clean up or repair will be your responsibility.

To protect floors, while arranging furnishings, do not drag tables, chairs, speaker cabinets or other large objects.

The following checklist has been provided to help you protect your deposit:

- All floors must be swept and mopped. Brooms, mops, mop pail, and liquid soap will be available in the kitchen.
- All tables must be wiped clean. Rags and buckets will be provided.
- All decorations, tape, etc. must be removed.
- All counters must be wiped clean if kitchen is rented.
- All toilets and urinals must be flushed. Please make sure no water is running in sinks, urinals, or toilets.
- Restroom counters and sinks must be wiped clean.
- Restroom waste cans must be emptied.
- Restroom stall doors and walls must be checked for graffiti and cleaned as necessary.
- Stoves, refrigerators, and any other appliances used must be cleaned.
- All food and beverages must be removed from refrigerators.
- All garbage must be bagged, tied, and placed in dumpster in rear parking lot. Replacement bags will be provided.
- You may rearrange chairs and tables as necessary to suit your function. Store any unused tables or chairs in small side room. When rearranging, tables and chairs **must be** carried not dragged. All tables and chairs must be reset as found. A layout is provided for you in the kitchen.
- All personal items must be removed from premises.

YORKANA FIRE COMPANY

RENTAL AGREEMENT

Date _____

Person or Organization Responsible (Lessee) _____

Person Responsible _____

Address _____

Phone Number _____

Rental Date _____ Set up Date _____

Rental Time In _____ Rental Time Out _____

Type of Function: _____ Wedding Reception _____ Anniversary _____ Shower
 _____ Meeting _____ B-Day Party _____ Other (specify) _____

Facilities to be used:

Community Room _____
Kitchen _____
Catering _____

Rental Fee: \$100 Security Deposit
 \$200 Community Room
 \$50 Kitchen
 \$300 Community Room and Catering

Security Deposit must be paid at the time of signing of this agreement and is refundable solely at the discretion of the fire company. This deposit is in addition to the rental fee. Date of event will not be booked until deposit is paid. There will be a \$35 fee for any returned check.

A refund of the \$100.00 security deposit will be mailed to the Lessee within two weeks after this event, if at the conclusion of this event, premises are undamaged and properly cleaned, all tables and chairs are reset as found and lessee has complied with all conditions of this agreement and the clean up checklist attached.

In consideration of the above rental payment, Yorkana Fire Company hereby agrees to rent the above-described facilities to the above mentioned Lessee under and subject to the following terms and conditions:

1. Lessee is liable for any and all damages incurred in excess of security deposit.
2. All fees are payable at contract signing and will be for the agreed times and date only. *The prices listed above are for an eight (8) hour time period, which includes set-up and tear down time. If more time is needed, the fee will increase by an additional \$50 per hour.*
3. **Property will be vacated no later than midnight of the rental date.** Unless other prior arrangements are made, rented area will be restored to clean and original condition. All tables and chairs will be reset as found. All personal property, decorations, food, and other items brought on to the premises will be removed. Any property remaining after 24 hours from the hour of termination shall be considered by the Lessor as abandoned. Property thus abandoned shall be subject to all of the Lessor's legal remedies, which shall include the right of advertising a public sale of the property and the sale of the same free and clear of all claims of the Lessee, with or without formal legal process, with the proceeds of such sale applied first to the costs of such sale, then to the Lessor. The Lessor shall not be precluded from filing a suit for money damages as a remedy for any breach of this agreement, or from removing and disposing of any property deemed essentially valueless without advertisement and sale. **Unless prior arrangements are made with the rental agent.**
4. Lessee will confine activities and guests exclusively to those areas of the building covered by this rental agreement.
5. All parking will be restricted to the parking lot at the rear of the building with the exception of a vehicle near the door for loading and unloading only.
6. Yorkana Fire Company will not be responsible for any injuries or loss to any person or damage of personal property brought onto the premises during the time of the rental.
7. Use of alcohol or malt beverages on the premises is allowed. **However, there will not be responsibility or liability on the fire company should something happen. No underage drinking is to be permitted.** Only beer and wine is permitted on the property. No alcoholic beverages are allowed outside the building.
8. **No alcohol is permitted on the premises unless your event is being catered by Yorkana Fire Company and has been approved by the Fire Company's Liaison.** Lessees must abide by all local and state laws.
9. Lessee will make every effort to protect floors. No tables, chairs, speaker cabinets, boxes, or other large objects will be dragged across any floors.
10. Major kitchen appliances are available for Lessee's use **except for fryers.** Lessee will provide all cooking and serving utensils. **Contents of kitchen cabinets and drawers are the property of Yorkana Fire Company or individual members and are not for use of the Lessee.**
11. Yorkana Fire Company will not be responsible for storage of food prior to the event and Lessee is responsible for all preparation and storage of food prior to the event, unless Yorkana Fire Company is catering the event.
12. For the safety of guests, the Yorkana Fire Company prohibits the use of scooters, roller skates, roller blades, skate boards, tricycles, bicycles, or wheeled riding toys anywhere on the property.

13. No decorations allowed except those placed on tables and hooks on walls.

14. **Yorkana Fire Company reserves the right to enter the premises at any time during the period of the rental to determine if the aforementioned rules and regulations are being observed. Yorkana Fire Company representative(s) have the authority to terminate the rental at anytime if the rules and regulations are disregarded, without reduction in rental paid or due.**

15. Heating and Air Conditioning is available. Please keep this in mind when opening doors. Be mindful of keeping temperatures within reason, and turn thermostat back to temperature you found it set at.

16. Lessee may cancel this event and receive a full refund at any time more than three months prior to the scheduled rental date. Lessee canceling less than three months, but more than one month prior to the scheduled date will receive refund consisting of the security deposit plus 50% of the rental fee. A 50% refund of the security deposit will be made for cancellation no less than 2 weeks prior to the event.

17. There is to be **NO SMOKING** inside the buildings at any time.

Catering (fill this section out only if you are having your event catered by Yorkana Fire Company)

Buffet _____
Served _____

Party Count (estimated) - Adult _____ Children (ages 10 to 4) _____

- A menu must be submitted no later than three weeks prior to event date.
- Ten days before your event, a final head count must be submitted.
- You will be responsible for paying for the total count given during your ten days out phone call.
- If you are having a cake brought in, that we will be responsible for cutting, we will need to know this when your menu is given to us.
- Full deposit for facility (\$400) must be paid in full when contract is submitted.
- Final Catering Payment is due prior to the conclusion of your event.
- Failure to comply with these terms and conditions will result in a forfeit of your \$300 catering rental fee.
- The canceling policy for catering will be the same as that for hall rental. Lessee may cancel this event and receive a full refund at any time more than three months prior to the scheduled rental date. Lessee canceling less than three months, but more than one month prior to the scheduled date will receive refund consisting of the security deposit plus 50% of the rental fee. A 50% refund of the security deposit will be made for cancellation no less than 2 weeks prior to the event.

In consideration of the foregoing rental agreement, Lessee hereby releases, acquits, and forever discharges Yorkana Fire Company, its Officers, Trustees, and Members from any and all liability, for example and without limitation; any and all property damage, personal injury, illness, death, or anything resulting from or a result of the rental of said premises.

Therefore, Lessee hereby agrees to indemnify, defend, and hold harmless Yorkana Fire Company against any such claims brought by any person or entity.

*Checks or Money Orders are to be made out to: **Yorkana Fire Company**. Include phone number and driver's license number on check.

Lessee: _____ Date _____

Printed Name & Title _____

Driver's License # _____ State _____

Lessor _____ Date _____

Printed Name & Title _____

YORKANA FIRE COMPANY

Buffet or Served Menu

Meats:

1. Roast Beef Baked Ham Roast Pork
 Roast Turkey Roast Chicken Hogmaw
 Lasagna Stuffed Shells Beef BBQ
 Hamburgers & Hotdogs Meat Trays: Ham, Turkey, Roast Beef, Sliced Cheeses

Sides:

2. Whole fries French Fries Au gratin Potatoes
 Scalloped Potatoes Baked Potatoes Onion Rings
 Baked Beans Peas Corn
 Mixed Vegetables Green Beans Almondine Baked Macaroni & Cheese
 Lettuce w/ Hot Bacon Dressing Applesauce Filling/ Stuffing
 Chicken Corn Soup Ham & Bean Soup Tossed Salad
 Cole Slaw Potato Salad Veggie Tray
 Cheese and Bologna Tray Chips & Pretzel Bowls Fruit Tray

Desserts:

- Cakes Ice Cream Fruit Cocktail

Seafood:

- Shrimp**(steamed, fried, cocktail) Fried Oysters** Steamed Crabs**

Prices

2 Meats and 2 Sides \$15.00 per person	2 Meats and 3 Sides \$17.00 per person	Children : Ages 4-10 \$10.00	Ages 3 and under Free
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Included in buffet: Rolls/ Butter, Hot Tea, Coffee, Water, Condiments, Plates, Utensils, Napkins

Extras:

Soda - \$1.00 per person (Coke, Sprite, Pepsi, Root Beer, Mt. Dew)

Desserts - \$1.25 per person

Extra Sides - \$1.50 per person

**** These items may be substituted in place of a meat dish. The price will be based upon current market value.**