

ODESSA FIRE COMPANY

304 MAIN STREET
ODESSA, DE 19730
(302)378-8929

Thank you for choosing the Odessa Fire Company for your special event.

Banquet Hall Rental

- * Weekend rates – Friday thru Sunday
\$800 for five (5) hours when using the Odessa Ladies Auxiliary or for non-food events
\$1,000 for five (5) hours is using a preferred caterer
****additional hours at \$100 per hour**
- * Weekday or weeknight rates
\$200 for three (3) hours
****additional hours at \$50.00 per hour**

Deposit – A non-refundable deposit of \$400.00 is required to hold the Banquet Hall for your desired date upon signing the contract.

Guidelines – Upon signing the rental contract for the Odessa Fire Company Banquet Hall you consent that:

- * **You are responsible for any stolen or damaged articles.**
- * **No smoking is permitted in the Building**
- * **Decorations are not permitted to be hung on the walls.**
- * **No confetti or small particles are to be thrown in the Hall or placed on tables.**
- * **Favors, personal centerpieces, floral arrangements and place cards must be delivered the morning of your event.**

Payment – The balance of your bill, the final count are due two (2) weeks prior to your event, payable by personal check or money order.

Seating

The Hall capacity is 240 people, with 10 people to a table. If renter wishes to have 8 people per table, this reduces the number of people to 192.

Linens

The Odessa Fire Company will provide white or ivory tablecloths and napkins if so desired.

Catering Options - Odessa Ladies Auxiliary

Preferred Caterers - Bachetti Brothers
Anytime Catering
Cantwell Tavern

HALL CONTRACT

The Odessa Fire Company owns & operates the Odessa Memorial Hall hereafter known as the Lessor and

_____ hereafter known as the Lessee agree and understand the following:

1. The Lessee is renting the Odessa Memorial Hall from the Odessa Fire Company. For the sole purpose of a _____ on _____ from _____ a.m./p.m. to _____ a.m./p.m. **A NON-REFUNDABLE 50% deposit of the hall rental rate must be made to secure the Odessa Memorial Hall.**
2. The Lessee is responsible for and must make full payment on any or all damages and/or theft, incurred to the building or equipment on the premises of the Odessa Fire Company caused by persons attending the function.
3. If this contract has been bought about by means of false information the Lessor, at its discretion may cancel this contract.
4. Lessee cannot sublet the hall or sell tickets for personal profit.
5. Lessee cannot use the name Odessa Fire Company or the Odessa Memorial Hall in any advertising or printed material, or to use words which would indicate the Lessor sponsors or endorses the event except to state location of the event.
6. The Lessee understands, that if the hall becomes unusable for reasons beyond Lessors control, such as, but not limited to fire, flood, or regional power failures the liability of the Lessor shall be the return of the deposit or to reschedule the event at the earliest date available.
7. The Lessee understands, that the primary function of the Odessa Fire Company is to provide emergency services to the public and that in the event of a National, State or local Emergency it may be necessary to use the hall as part of that service. Therefore, if the hall is placed in service for such an emergency this contract is null and void and all deposits pertaining to this contract will be returned to the Lessee. Arrangements may be made to reschedule the hall.
8. The Lessee understands that they **must purchase all beverages from the Lessor, as it is unlawful to bring alcoholic beverages on the premises.** Please keep in mind that our Bartenders are volunteers and appreciate gratuities.

9. In signing this contract. Lessee and Lessor agree that they have read and fully understand the contract.

Lessor (Odessa Fire Company)

Lessee

Printed Name

Printed Name

Date

Address

Phone Number

Date

SEATING

Bridal Table:

The Bridal Table is for the wedding party only. We ask that you have place cards for the bridal table and that you inform them of the seating arrangement. A champagne toast is provided to the bridal party, compliments of the Banquet Hall.

Family Tables:

We suggest that you keep family table seating to a minimum and for the immediate family only. Parents, grandparents, brothers, sisters and clergy should be at the family tables.

Seating Charts:

If you are planning to use assigned tables and place cards for your guest, this seating chart needs to be turned into the Hall Manager two (2) weeks prior to your event. You are to indicate how many people will be seated at each table. Each table seats a minimum of eight (8) guest and a maximum of ten (10) guests. Please remember to include the bridal table, photographers, disc jockeys or band member in you count. You are responsible for putting your place cards in alphabetical order.