

3G VOLUNTEER FIRE COMPANY, INC.

P.O. Box 112 Glenfield, New York 13343



CONTRACT FOR USE OF THE FIRE HALL LOCATED ON 6229 BLUE STREET

NAME OF PERSON(S) OR COMPANY RENTING: _____

DATE(S) TO BE RENTED: _____ / _____ / _____

PERSONNEL TO RUN THE BAR	[]	YES	[]	NO	NUMBER OF PEOPLE	_____
KITCHEN NEEDED	[]	YES	[]	NO	# of CHAIRS NEEDED:	_____
CATERING NEEDED	[]	YES	[]	NO	# of TABLES NEEDED:	_____
TABLE & CHAIRS NEEDED	[]	YES	[]	NO		

RENTAL PRICES

If the Auxiliary is catering the meal a per plate cost is charged instead of rental charges.

Minimum of \$25 Per Hour up to 3Hours / TOTAL \$75 After 3 hours a per day rental of \$300.

FOR THE USE OF THE KITCHEN THERE WILL BE AN ADDITIONAL CHARGE OF \$100 DOLLARS (UNLESS THE AUXILIARY IS CATERING THE MEAL) If food will be sold at your event, a temporary catering permit must be obtained from the NYS Department of Health and a copy given to the department prior to the event (Please ask for details.)

DECORATING

If you wish to decorate the day before the event there will be an additional charge of \$50.00.

REMOVING ANYTHING FROM THR WALLS IS NOT PERMITTED!!

OUR STERIO SYSTEM IS NOT TO BE TOUCHED BY ANYONE OTHER THAN A FIRE DEPARTMENT MEMBER!!

SECURITY DEPOSIT

A \$150.00 Security Deposit must be paid at the time of booking to hold the date of the event.

AFTER AN INSPECTION OF CLEANLNESS AND AN INSPECTION FOR ANY DAMAGE

THIS DEPOSIT OF \$150.00 WILL BE RETURNED.

Deposits are nonrefundable if canceled unless able to rent hall to someone the same day

CLEANING

Clean Up Must Be Completed By Noon The Following Day (upon approval of the department)

All trash must be removed, tables wiped down and floor cleaned. If the hall is not cleaned, a portion of your security deposit will be kept. The amount will be determined by the severity of the incident.

NO SODA WATER OR ALCOHOL BEVERAGES MAY BE BROUGHT ONTO THE 3-G PREMISE.

If someone is known to have brought alcohol onto the grounds or inside the building, they will be asked to leave the event immediately.

RENTAL COST \$ _____ / KITCHEN COST \$ _____ / ADDITIONAL DAYS COST \$ _____

TOTAL RENTAL COST \$ _____ SECURITY PAID \$150.00

TOTAL RENTAL MUST BE PAID NO LATER THAN THE DAY BEFORE THE EVENT

I FULLY REALIZE THAT BY SIGNING THIS CONTRACT, ANY MEMBER OF MY PARTY PARTICIPATING IN OUR FUNCTION HELD AT THE THREE - G VOLUNTEER FIRE COMPANY, INC. DO HEREBY RELEASE AND FOREVER DISCHARGE THE THREE - G VOLUNTEER FIRE COMPANY, INC. AND MEMBERS, OF ANY RESPONSIBILITY OR LIABILITY DUE TO PARTICIPATION IN OUR FUNCTION ON THE THREE - G VOLUNTEER FIRE COMPANY, INC PROPERTY, IF ANY DAMAGE OR THEFT OCCURS, I AND/OR ANYONE PARTICIPATING IN OUR FUNCTION ARE LIABLE AND WILL PAY FOR DAMAGES ETCETERA! EVERYTHING SHOULD BE LEFT IN THE SAME CONDITION.

I HAVE READ FULLY AND UNDERSTAND THE ABOVE RELEASE. I AGREE TO ITS TERMS AND IT MAY NOT BE CHANGED ORALLY. I AND MY PARTY SHALL THEREFORE PARTICIPATE AT OUR OWN RISK.

NAME: _____

RENTER

DATE: _____



FUNCTION INFORMATION SHEET

DATE OF FUNCTION: _____ TIME OF EVENT: _____

HOURS OF OPERATION: _____

NAME OR TYPE OF FUNCTION: _____

ADDRESS: _____

PHONE / CONTACT INFORMATION: _____

GUEST ARRIVAL TIME: _____

CASH BAR [] OPEN BAR [] DOLLAR AMOUNT \$ _____
NO BAR []

BRIDE: _____ GROOM: _____

NUMBER AT HEAD TABLE: _____ MINORS: AT HEAD TABLE _____

NUMBER OF GUARANTEED RESERVATIONS: _____

NUMBER OF PERSONS UNDER THE AGE OF 21 _____

PARENTS OF BRIDE: _____

PARENTS OF GROOM: _____

OTHER QUESTIONS OR INFORMATION NEEDED: _____

DATED 6/14/11

3G VOLUNTEER FIRE COMPANY, INC.

P.O. Box 112 Glenfield, New York 13343



Notice:

New York State Law Prohibits the sale, consumption and serving of any alcoholic beverages to any person under the age 21, by guest, members, and or function representatives.

WE ENFORCE THIS POLICY / NO EXCEPTIONS

The Three G Volunteer Fire Company, Inc is very pleased to have your function at our Fire Hall. We hope to please everyone involved and have everything go as smoothly and safely as possible.

BAR & KITCHEN GUIDE

Here are a few helpful hints and reminders so that everyone has a safe and enjoyable time:

1. Identification will be requested to be seen by Bartenders for purchasing and consuming alcoholic beverages. Wedding party members are reminded to carry Identification (Just in case). **Remember: No Exception.**
2. **Only members of the 3G Fire Department are allowed behind the bar.**
3. If a minor is found drinking alcoholic beverages, they will be expelled from the premises.
4. **NO ALCOHOLIC BEVERAGES, WATER OR SODA IS TO BE BROUGHT INTO THE THREE G FIRE HALL OR ONTO THE GROUNDS, BY ANYONE FOR ANY REASON.**
5. **We have a New York State Liquor License. NO ALCOHOL is to be brought into or taken outside of the Fire Hall Community Room. If someone is known to have brought alcohol onto the grounds or inside the building, they will be asked to leave the event immediately.**
6. Children must stay with the party in the banquet room.
7. **THE BAR WILL BE SHUT DOWN 1 HOUR PRIOR TO EVENT CLOSING!!**
8. Bartenders will be chosen at the discretion of the Fire Department.
9. Kitchen must be cleaned throughout by the person doing the catering.
10. Rental of the kitchen only covers the use of the refrigerator, dishes, dishwasher, utensils and appliances. **(NOT OUR PERSONAL SUPPLIES) UNDER NO CIRCUMSTANCES IS THREE G'S STOCK ITEMS TO BE USED. ANY ITEMS MISSING WILL BE DEDUCTED FROM THE RENTERS SECURITY DEPOSIT.**
11. All caterers will supply there own essentials such as Foil Wrap, Clear Wrap, Baggies, Storage Containers for leftovers, disposable cookware, etc. These items are not including in the kitchen rental.
12. **CHILDREN ARE NOT BE IN THE KITCHEN AREA (SAFETY ISSUES)**
13. ALL CATERERS MUST MEET WITH BOOKING PERSONNEL BEFORE THE SCHEDULED FUNCTION
14. Bartenders will be chosen at the discretion of the Fire Department.

We, the Three G Fire Company, are happy to serve you and if there is anything that we can help you with during your event, please ask. We would like to thank you for helping us give you an enjoyable and safe party

Sincerely,
Three G Volunteer Fire Company Inc
Board of Directors

DATED 2/26/13 REV: 8/14

3G VOLUNTEER FIRE COMPANY, INC.

P.O. Box 112 Glenfield, New York 13343



MENU

BBQ Chicken Dinner

Choice of Three

Macaroni Salad

Potato Salad

Pasta Salad

Tossed w/ Italian

Fruit Salad

Cabbage Salad

Baked Beans

Rolls & Butter

Total per plate \$14.00

A charge of \$2.00 per plate will be applied for Family Style Dinners

A charge of \$2.00 per plate will be applied for Meals that need a Desert added

Gratuity 20% & Sales Tax 8% Included

Menu Includes

2 Entrees

1 salad 1 side dish

1 relish 1 vegetable

roll/butter

Total per plate \$16.00

Roast Turkey

Pot Roast

Swedish Meatballs

Baked Ham

Roast Beef

Sirloin Tips w/ Mushrooms

Salad:

Toss Salad

Macaroni Salad

Potato Salad

Pasta Salad

Fruit Salad

Cabbage Salad

Vegetables:

Corn w/ Butter

Green Bean

Three Bean Salad

Peas

Glazed Carrots

Sides:

Mashed Potatoes w/ Gravy

Parsley Potatoes

Salt Potatoes

Rice Pilaf

Garlic Mashed

Ranch Mashed

Scalloped Potatoes

Relish:

Fresh Vegetable Tray (**Choice of Three**)

(**Carrots, Celery, Cauliflower, Broccoli, Cucumbers**) or

Assorted Pickles & Olives tray or

Fresh Fruit Tray w/ Dip

NOTES: _____

6/14/11 Rev. 8/14

Each additional side/salad will incur a \$1.00/plate charge.



**VOLUNTEER
FIRE COMPANY, INC.**

P.O. Box 112 Glenfield, New York 13343



Security Deposit Information

Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) ____ - _____

Rental Date: _____

Date of Security Deposit Payment: _____

Amount: \$ _____ **Check #:** _____ **Cash:** _____

Security Deposit Received By: _____

Security Deposit Paid By: _____

OFFICE USE ONLY:

TREASURER RECEIVED DATE: _____ INITIALS: _____

WAS SECURITY DEPOSIT RETURNED YES [] NO []

IF NO, REASON: _____

IF YES, DATE OF RETURNED DEPOSIT: _____