



# Middletown Volunteer Fire & Rescue, Co., Inc.

P.O. Box 111 ♦ 7855 Main Street  
Middletown, Virginia 22645

Phone: (540) 869-1829

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Fax: (540) 868-2376

## SOCIAL HALL AGREEMENT

### Requestor's Information

Requestor's Name: \_\_\_\_\_

Requestor's Address: \_\_\_\_\_

Requestor's Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Requestor's Email: \_\_\_\_\_

### Event Information

Date of Request: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Times of Event: \_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Description: \_\_\_\_\_

Set Up Date: \_\_\_\_\_ Set Up Times: \_\_\_\_\_

### Catering

Will the Auxiliary be catering the event:  YES  NO

Menu requested: \_\_\_\_\_

Final Head Count: \_\_\_\_\_ (Must be provided to the Auxiliary no later than 2 weeks prior to the event)

### Alcohol

Will alcohol be served?  YES  NO

Who will be responsible for serving or permitting alcohol use & consumption: \_\_\_\_\_

Will the alcohol be served, provided by the requestor, or will the guests be providing their own?  
\_\_\_\_\_

ABC Type: \_\_\_\_\_ ABC # \_\_\_\_\_ Permit Date: \_\_\_\_\_

Continued on page 2

## **RULES, RESPONSIBILITIES & LIABILITIES FOR SOCIAL HALL USAGE**

### **USAGE BY THE PUBLIC, COMPANY MEMBERS & AUXILIARY MEMBERS**

- A Hall Request Form must be completed by anyone wishing to use the Social Hall.
- All requests must go through the Secretary of the Company and the Secretary of the Auxiliary. The request must be approved by both the Company and the Auxiliary, unless the event is being catered by the Auxiliary. Once approved by both parties, the requester will be notified..
- The Hall is not to be used for other fundraisers, unless a percentage of the money raised is donated to the Company. No member (or spouse of a member who is also a member of the Company/Auxiliary) should complete more than two requests per calendar year.
- The member requesting the use of the hall must be present throughout the entire event.
- In order to submit a request, a member must:
  - Be at least 18 years of age, and
  - Have been a member of the Company or Auxiliary for at least one (1) year and an active member.
    - An active member is a member who has at least 50 points per year.
- In order for the Auxiliary not to cater the event, the event must be held by the requesting member and prior approval must be obtained.

### **DAMAGES/LOSS OF PROPERTY**

- Middletown Volunteer Fire & Rescue Company, Inc. is not responsible for any loss and/or damage of the requestor's or their guests' personal property or vehicles.
- Middletown Volunteer Fire & Rescue Company, Inc. is not responsible for any accidents or injuries that occur to the requestor or their guests, before, during, or after the event.
- If any damage occurs, the Company is to be notified within 24 hours. If the Company is not notified, the requestor will be charged for replacement. The Requestor will be charged for any damages that occur.
- Middletown Volunteer Fire & Rescue Company, Inc. may cancel the event at the discretion of the Company's officers for unseen circumstances, i.e. weather, public emergency, natural disasters, scheduling conflicts, hall mechanical emergencies, etc. Middletown Volunteer Fire & Rescue Company, Inc. will provide as much notice as possible in the event that the event is canceled.

### **KITCHEN**

Anyone wishing to use the kitchen and facilities must negotiate with the Auxiliary in order to operate the kitchen. No outside vendors are allowed in the kitchen as it is the primary source of income for the Company & Auxiliary. The Company will observe all Virginia Department of Health (VDOH) regulations.

### **ALCOHOL & VIRGINIA ABC REQUIREMENTS**

- Under no circumstance will alcohol be permitted unless prior written approval is received. If guests will be providing their own alcohol, the requestor is responsible for maintaining control of the event.
- Anyone wishing to allow alcohol on the premises shall be responsible for all Virginia ABC laws. The requestor will be responsible for all guests and their actions before and after the consumption of alcohol.
- It is the responsibility of the requestor to insure that no one under the age of 21 consumes any alcoholic beverages.
- Alcohol is not to leave the social hall under any circumstances. No one is to be outside the social hall with alcohol (i.e. in the parking lot of the Company, in their personal vehicles, on Main Street or the side streets, the sidewalks, anywhere else on Company property, etc.).
- Middletown Volunteer Fire & Rescue Company, Inc. assumes no responsibility for any individual that consumes alcohol under this agreement.

**PARKING**

Parking must be kept to the rear parking lot of the social hall and the side parking lot to allow parking spaces at the front of the side parking lot for the members of the Company in case of an emergency.

**ACCESS**

The requestor is only allowed in the Social Hall and is not to be in any other part of the Company facilities, including the kitchen.

**HALL SET UP/TEAR DOWN**

- Access for decorating and the event must be set up by the Auxiliary, unless otherwise arranged.
- The hall must be cleaned and returned to the condition it was found prior to the event. Cleaning and set up must be completed within 2 hours of the end of the event, unless arrangements have been made prior to the event.
- Anyone who is allowed to use the Hall is responsible for any damage, clean up, and trash left from the event. It's the responsibility of the requestor to clean the tables, chairs, restrooms, and floors. All chairs and tables must be returned to their original locations, unless arrangements have been made prior to the event.
- All trash must be hauled away within 24 hours of the event.
- No tape is to be adhered to any of the chairs, tables, walls, or the ceiling in the Hall. If any damage is incurred, the requester will be charged for replacement or cleaning.
- Bingo equipment may be covered prior to the event with prior approval from the Chief of the Company and covered only by an officer of the Company.

***Disclosure:*** *The Middletown Volunteer Fire & Rescue Company, Inc. reserves the right to refuse any request for usage of the facility.*

*By signing this form, I acknowledge the Social Hall Use Guidelines and Restrictions and accept that I am responsible for any damage or destruction that may occur and am responsible for the cleanup and trash detail within 24 hours of the event. I also take the responsibility for any problems, injuries, and death that occur due to alcohol or unruly guests and will not hold Middletown Vol. Fire & Rescue Company or Auxiliary liable for these incidents.*

Signature of Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR COMPANY USE ONLY**

**Company Approval:**

Date received by Secretary: \_\_\_\_\_ Favorable \_\_\_\_\_ Non-Favorable \_\_\_\_\_

Date voted on by Company: \_\_\_\_\_ Favorable \_\_\_\_\_ Non-Favorable \_\_\_\_\_

Alcohol Permitted: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Approved with Special Conditions

Special Restrictions or Notes:

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**Auxiliary Approval:**

Date received by Secretary: \_\_\_\_\_ Favorable \_\_\_\_\_ Non-Favorable \_\_\_\_\_

Date voted on by Auxiliary: \_\_\_\_\_ Favorable \_\_\_\_\_ Non-Favorable \_\_\_\_\_

Special Restrictions or Notes:

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Catering: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Approved with Special Conditions

Final Menu: \_\_\_\_\_

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Final Head Count: \_\_\_\_\_ Date Received: \_\_\_\_\_

NOTES:

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**Approval Status:** \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Approved with Special Conditions

*NOTE: In order for usage to be approved, it must be approved by both the Company and Auxiliary*

**Date requester notified of decision:** \_\_\_\_\_

By: \_\_\_\_\_ By way of: \_\_\_\_\_ (email, USPS, phone)

NOTES: