

Miller Hose Company
P.O. Box 99
Newfane, New York 14108
Special Function Hall Rental

1. Hall Rental fee for Special Functions is \$200.00 for 4hrs with a deposit of \$100.00 due at contract signing with the remaining \$100.00 due before the start of the function. This fee shall include the setting up of banquet room chairs, tables and the cleaning of the hall before and after the function. \$50.00 of the down payment will be refunded if the function is cancelled. Checks to be made out to: **Miller Hose Company**.
2. Hours for the said Function are 4 hours.
3. **No outside food** to be brought in to the facility. Exceptions: (cake, bread, dips & chips, finger foods, pizza and wings). All foods must be prepared by a licensed vendor.
4. Miller Hose Company Ladies Auxiliary will be used to cater any other banquet food choices.
5. Basic Bar fees should include: \$3.00 per person for the service of unlimited soft drinks and coffee. Please see attached Miller Hose Company Bar fee sheet for other liquor and beer inquiries. Bar tender to be paid separately at a rate of \$10.00/hr; service fee to be paid on the day of the function.
6. The use of the kitchen is prohibited; only to be used by the licensed approved caterer.
7. Outside alcohol may **NOT** be brought into the Miller Hose Company facility.
8. **Renter is responsible for any damage to Miller Hose Company property.**
9. The use of nails and tape will be prohibited in the Miller Hose Banquet facility.
10. Renter is responsible for all decorations of the tables, etc. Decorations may be set up the day of the function. Renter will be allowed in the facility 2 hours prior to the start of the function and by appointment only. All decorations must be removed at the end of the function.

Renter Name: _____
(Please print clearly)

Function Date: _____

Times of Event (4hrs max.): _____

Catered by MHC Ladies Auxiliary: **YES / NO**

(Note: Must have a signed Auxiliary agreement if YES)

Types of food if not catered by MHC: _____

(Foods subject to approval of MHC official)

Use of Bar: YES / NO

(Must have a signed Bar agreement if YES)

Soft Drinks: **YES / NO**

Coffee: **YES / NO**

Beer / Liquor: **YES / NO**

Renter (sign): _____

Date: _____

MHC Representative (sign): _____

Date: _____