



DELAWARE CITY FIRE COMPANY, NO. 1, INC.
815 5TH STREET
P.O. BOX 251
DELAWARE CITY, DELAWARE 19706-0251

Delaware City Fire Company Documented Policy		
Social Hall Rentals		
Policy #: 15-014	Original: August 21, 2018	Revised: July 2022
Approval: Company Floor		Date: 7/6/2022

Objective: To explain the guidelines for renting the social hall and obtaining the services of bar and the ladies auxiliary.

Statement: This policy is to be followed for all hall rentals. In addition to the policies below, the social hall will be managed, and rented, in accordance with all State, Federal, and Local laws and ordinances.

14.1 The Social Hall will be managed by the Hall Manager and that person will be appointed by the President each year.

14.2 The Hall Manager will oversee hall marketing, event scheduling, administering the contracts, and all aspects of the social hall under direct supervision of the President. There will be four (4) contracts in place for hall rentals that will be updated as necessary to reflect the current operations of the hall: Rental without utilizing the Ladies Auxiliary, Rental with obtaining the services of the Ladies Auxiliary, Membership rental and Rental utilizing an outside caterer.

14.3 Rental fees, security deposits, and company sponsored events will all be established, and approved, by the Board of Directors.

14.4 The rental fee for a member of Delaware City Fire Company will be discounted to a fee established by the Hall Committee and approved by the Board of Directors. The member must be active, active support, or a life member in good standing to be eligible. Non-active members that have not achieved life membership will not be eligible.

14.5 Whenever the hall is used for a funeral service of a member, or the member's immediate family, there will be no charge for the event. Immediate family shall be defined as a member or members spouse of the Delaware City Fire Company children or step-children, brother, sister, parents or grand-parents.

14.6 A hall sitter will be used whenever the hall is rented with the use of the kitchen.

14.7 A signed contract will be administered, and full payment received, no less than 10 (ten) days prior to an event.

14.8 Contracts for food service, provided by the fire company, will be managed and administered through the Ladies Auxiliary.

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14.9 Contracts for beverages and the use of the bar will be managed and administered through the Bar Chairman or his/her designee.

14.10 All bartenders will be a minimum of 21 (twenty-one) years of age and certified through the Alcohol Beverage Commission.

14.11 Anyone (member or non-member) who has not reached their 21st birthday, and certified through the ABC, is not permitted to be behind the bar at any time.

14.12 Delaware City Fire Co. will administer, and adhere to at all times, a zero tolerance policy on bringing alcohol into the social hall or leaving the premises. All alcoholic beverage must be purchased through the bar and no free alcohol will be given or advertised for company sponsored events. Violations of this policy will result in the forfeiture of the security deposit and ban from any future hall rentals.

14.13 At the end of an event, all alcoholic beverages must be removed from the tables and properly disposed of before closing for the evening; either by our own personnel or through our outside janitorial service.