



Westwood Fire Company

Fire – Rescue – EMS

Fire Station 44

EMS 44-144-244-344

1403 Valley Road
Coatesville, PA 19320

(610) 383-0538

www.westwoodfire.com

2025 HALL RENTAL AGREEMENT

Date: / / **2025**

This agreement is made this day by and between the following parties:

WESTWOOD FIRE COMPANY (hereinafter called “Lessor”)

and

_____ (hereinafter called “Lessee”).

Lessee agrees to pay the agreed amount for usage of the hall rental area from the hours of _____ AM/PM to _____ AM/PM on the date of: _____ / _____ / **2025**.

The purpose of the rental shall be for:

The rental of the banquet hall area shall include privileges of the rear parking lot, hall, lobby, and hall restrooms.

---Alcohol service and outdoor pavilion area are available for an additional fee.---

The fee for rental is **Sunday-Thursday \$550.00 and Friday-Saturday \$750.00**. This fee is non-refundable if rental is cancelled less than fourteen (14) days prior to the date of the event.



Westwood Fire Company

Fire – Rescue – EMS

Fire Station 44

EMS 44-144-244-344

**1403 Valley Road
Coatesville, PA 19320**

(610) 383-0538

www.westwoodfire.com

2025 BANQUET HALL RENTAL AGREEMENT

- A minimum security deposit of Two- Hundred Fifty (\$250) USD is due upon the signing of this agreement to ensure proper preparation of the hall. This deposit is separate from the overall costs stated in this agreement.
- Deposits will be fully refunded within 30 days following the rental period if the areas utilized are left in proper order as outlined by this agreement.
- There will be an additional fee of one hundred dollars (\$100) for a parking attendant for events larger than one hundred (100) guests.
- Alcohol and bartender services are priced as noted in this agreement.
- The lessee is responsible for the following items prior to leaving the facility.
 - Removal of all decorations or signs
 - Removal of all trash to appropriate containers
 - Cleaning of Bathrooms
 - Sweeping of all floors
- Lessor is not responsible for any Lost, Stolen, Broken, or Abandoned Property.



Westwood Fire Company

Fire – Rescue – EMS

Fire Station 44

EMS 44-144-244-344

**1403 Valley Road
Coatesville, PA 19320**

(610) 383-0538

www.westwoodfire.com

2025 BANQUET HALL RENTAL AGREEMENT

Alcohol Service

If you wish to serve alcohol at your event:

- Alcohol must be served by an approved bartender provided by the lessor.
- All alcohol on Westwood Fire Company property must be supplied by the lessor.
- Lessee will be charged twenty-five dollars (\$25) per hour, per bartender.
- Large parties may require multiple bartenders as designated by the lessor.
- If the event anticipates more than fifty (50) attendees under the age of twenty-one (21) when alcohol is being served, the lessee shall be responsible for paying additional fees for attendants.
- Visibly Intoxicated Persons (VIP's) will be denied alcohol service on Westwood Fire Company property.
- Alcohol will not be served to individuals under twenty-one (21) years of age. ID is required to be served alcohol on Westwood Fire Company property.
- Lessee is responsible for the actions of all individuals on Westwood Fire Company property.
- Additional charges will be waived if the Lessor cannot provide an attendant for the rental date.
- Please see attached Alcohol Service Information for selection & pricing.



Westwood Fire Company

Fire – Rescue – EMS

Fire Station 44

EMS 44-144-244-344

1403 Valley Road
Coatesville, PA 19320

(610) 383-0538

www.westwoodfire.com

2025 BANQUET HALL LEASE AGREEMENT

This agreement is subject to the following conditions:

1. Payment in full shall be made 14 days prior to the day of the event.
2. NO PARKING will be permitted on the paved driveway or side parking lot. All parking shall be on the rear parking lot area, with overflow parking on the grass hill north of the paved parking lot. Vehicles may be towed at the owner's expense.
3. NO decorations, posters, tablecloths, or displays will be tacked or stapled in any way to walls.
******Fireworks, Confetti, Glitter and smoke machines are Prohibited. ******
4. Lessee (on behalf of himself, herself, itself, and their guests and invitees) agrees to comply with all Township, County, State, and Federal Laws, ordinances, and regulations.
5. Visitors will be restricted to the banquet hall area and immediate surrounding areas. Anyone found trespassing on other areas of the property may be asked to leave immediately.
6. Food service is required to comply with all Department of Health regulations.
7. Instructions of the representatives of the Westwood Fire Company will be obeyed at all times.
8. All alcohol to be consumed on premises must be purchased through and served by an agent of Westwood Fire Company. (See alcohol fee schedule for ordering information). No alcohol may be brought unto or taken from the premise. Unconsumed alcohol will remain the property of Westwood Fire Company.
9. If alcohol service is to be provided, Lessee agrees to pay bartender service fees directly to the bartender on duty prior to any alcohol being served. Failure to make payment will result in a closed bar.
10. There is no smoking or vaping of any kind inside of Westwood Fire Company Building.
11. Illegal drugs are prohibited on the premises. Offenders will be prosecuted & Lessee will be held responsible.
12. All trash and debris are to be placed in trash cans. Any excessive trash or debris which is not properly discarded or cleaned up by the Lessee prior to the expiration of the rental period shall result in charges for reasonable costs associated with the clean-up of the premises and removal of any trash or debris left on the premises by the Lessee.



Westwood Fire Company

Fire – Rescue – EMS

Fire Station 44

EMS 44-144-244-344

1403 Valley Road
Coatesville, PA 19320
(610) 383-0538

www.westwoodfire.com

13. If Lessor determines that the Lessee has misrepresented the intended use of the banquet hall facilities, Lessor shall have the option of immediately terminating this agreement, with Lessee forfeiting all charges already paid.
14. Lessee is responsible for any damage caused by Lessee or guest to the banquet hall area.
15. Nuisance complaints made to the Valley Township Police Department may cause the entire event to be shut down or cancelled. No refunds will be made if a party or event is terminated by the police department and the lessee is responsible for all legal matters and associated costs.
16. Lessee agrees to be responsible for all injuries and damage caused by him, her, it, them, or by members of their group and/or organization or their guests. Lessee agrees to indemnify and to relieve Lessor from all liability and expense (including court costs and attorney's fees) by reason of any loss, damage, or injury to Lessee, guests, any other person or to any property of Lessee and guests which may arise from Lessee's use of said picnic grove facilities.
17. If at any point, any alcohol from outside sources is observed on the property, including in the building, parking lot area or being consumed in a vehicle, the rental will be terminated and no refunds will be made.
18. There is absolutely **NO USE** of the kitchen, if found using our kitchen facility could result in your party being terminated.

Please note that the requested date is not reserved until deposit has been received and confirmation has been sent to the lessee by the lessor.



Westwood Fire Company

Fire – Rescue – EMS

Fire Station 44

EMS 44-144-244-344

1403 Valley Road
Coatesville, PA 19320

(610) 383-0538

www.westwoodfire.com

2025 BANQUET HALL LEASE AGREEMENT

Renter Name _____

Rental Date _____

Lessee has read and understands the terms and conditions of the above agreement and affirms to abide by all of the terms and conditions of this agreement.

(Signature of Lessee)

(Printed name of Lessee)

_____/_____/2025

(Date)

WESTWOOD FIRE COMPANY (Lessor)

(Signature of Westwood Fire Company Representative)

(Printed name of Westwood Fire Company Representative)

_____/_____/2025



Westwood Fire Company

Fire – Rescue – EMS

Fire Station 44

EMS 44-144-244-344

1403 Valley Road
Coatesville, PA 19320

(610) 383-0538

www.westwoodfire.com

2025 BANQUET HALL LEASE AGREEMENT

Name of Lessee (or Organization name)

Address:

(Street)

(City)

(State)

(Zip Code)

Phone Number:

Email:

Rental Date: ____/____/2025

Rental Time:

Start: ____AM/PM

End: ____AM/PM

Approximate # of guests:

Alcohol Service? ____YES ____NO

0-20: ____ 21+: ____

If YES: ____Beer ____Wine ____Liquor

Total: ____

Round Tables:

Long Tables:

Thank you for using Westwood Fire Company for your event!