



PEKIN FIRE COMPANY, INC.

3024 Upper Mountain Rd.
Sanborn, NY 14132
Phone: (716) 731-4777



HALL RENTAL REQUEST FORM

NAME/ORGANIZATION: _____

E-MAIL: _____ PHONE: _____

ADDRESS: _____

DATE OF EVENT: _____ TYPE OF EVENT: _____

EXPECTED GUEST COUNT: _____ TIME: _____ to _____

****Additional charge of \$75/hr. or fraction thereof after midnight (Due at time of rental)****

Set up the Day/Night before? _____ Serving alcohol? _____

Facilities Requested: Banquet Hall Kitchen Pavilion Outside Grounds

Other (Specify): _____

Information requested for sign: _____

GENERAL COSTS

\$300 for 6-hour use of Banquet Hall

\$125 deposit due with contract

Balance due 14 days before function

Bar service fee (non-alcoholic) \$1.00/per person

Over 6 hours an additional \$0.25/per person per hour

Minimum 2 bar servers @ \$50 each, 3 servers for groups over 220

Mr. & Mrs. Catering is the exclusive caterer of the Pekin Fire Co.

Food options are available from their menus

PLEASE E-MAIL THIS FORM TO THE HALL RENTAL CHAIRPERSON