

## Facility Rental Agreement

This Facilities Rental Agreement (“Agreement”), is entered into by and between Northern York County historical Preservation Society (NYCHAPS) , PO Box 340, Dillsburg, PA 17019 and \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ (Renter) agree as follows:

**Renter Details:**

Name or Organization:	
Contact Name:	
Address:	
City, State, Zip:	
Email:	
Phone or Cell Phone:	

**Event Details:**

Name of Event		
Description of Event		
Day/Date:		
Time:	Start:	End:
Location <i>(circle one)</i>	Maple Shade Barn	Tavern
Estimated Number of Guests:		
Rental Fee		Date Paid:
Rental Deposit: <i>\$50 min to hold date</i>		Date Paid:

All reservations for private functions are made upon and subject to the rules and regulations of NYCHAPS and are subject to the terms and conditions described herein. It shall be the sole responsibility of the Renter to inform their vendors, employees, and guests concerning their obligations under this Agreement.

## **RESERVATION & RENTAL DEPOSIT**

NYCHAPS reserves the right to refuse any and all applications for rental.

Renter is to pay to NYCHAPS a rental fee for the use of the specified facility, for the sum of \$\_\_\_\_\_. A Rental deposit of \$\_\_\_\_\_ shall be used to hold the reservation. The balance of the Rental Fee shall be paid fully by Renter one week before the day of the Event.

## **CANCELLATION**

Either party may cancel this contract up to 21 days prior to the event date, in which event the entire Rental Deposit shall be refunded in full. The Renter may cancel this Contract between 21 and seven days prior to the event date, in which event fifty percent of the entire Rental Deposit. If the Renter cancels within seven days prior to the event date, the entire Rental deposit will be forfeited.

## **STAFF**

NYCHAPS may require an additional fee for support staff for certain events such as security, servers, transportation, etc. Staff requirements will be evaluated on an individual basis and staff requirements. Additional required fees may be discussed and agreed to by both parties prior to the event date.

## **SETUP**

NYCHAPS reserves the right to make adjustments and changes in any setup arrangements for safety or cost requirements. The Renter may not physically alter the existing space.

TENTING. All tenting must be approved in advance.

DECORATIONS. NYCHAPS staff must approve any special decoration needs. No nails, tacks or tape may be used to attach decorations. No paint may be applied. No glitter or sparklers may be used.

Renter agrees that the Facility will be delivered by and returned to NYCHAPS in its "as is" condition.

## **ALCOHOLIC BEVERAGES**

It is the responsibility of the Renter to obey all applicable Pennsylvania laws, including but not limited to prohibition of alcohol to minors and intoxicated persons.

## **CLEAN UP**

All food and beverage debris, decoration supplies and other trash must be picked up, bagged and removed from the property by the Renter. The Facility including the grounds must be left in an orderly condition. NYCHAPS is not responsible for any items left behind by the Renter or its guests.

**PARKING**

Parking is available on the NYCHAPS property in areas designated or along the street. NYCHAPS is not responsible for theft or other damage to any vehicle, or possessions therein, during, prior or after event.

**HOLD HARMLESS**

NYCHAPS does not assume liability for the loss, theft, damage or injury (or death) to persons or their personal property. Guests agree to indemnify and hold the owners harmless for any liabilities, theft, damage, cost or expense whatsoever arising from or related to any claim or litigation which may arise out of or in connection with Guests' use and occupancy of the rental property, including but not limited to claims for personal injury or property damage/loss.

**NON-TRANSFERABILITY**

Facility rentals made to a particular Person or Group are made exclusively for that Renter. Renter shall not have the right to assign its rights or obligations under this Agreement without the prior consent of NYCHAPS.

**MISCELLANEOUS**

This Agreement shall be governed by and in accordance with the laws of the Commonwealth of Pennsylvania.

**Signatures:**

Renter Name	
Renter Signature	
Date:	

NYCHAPS:	
Signature	
Date:	
Please mail signed document with deposit to: <b>Dills Tavern, P.O. Box 340, Dillsburg, Pa 17019</b> <i>Please call us M-F between 10AM – 2PM if you have questions</i>	

Reservation Accepted on:	
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## Maple Shade Barn Rental Guidelines

Please save these pages for your records

1. Reservations for The Northern York County Historical & Preservations Society's (NYCHAPS) facilities must be approved by the administration through filling out the "Facility Rental Agreement" and held with a deposit fee specific to the rental fee costs.
2. All persons or organizations using a facility must abide by all Dillsburg Borough Ordinances. Any violation of the Borough's ordinances, including noise complaints, may result in removal from the facility.
3. Alcohol is permitted in the building and anyone supplying or consuming alcoholic beverages must abide by Pennsylvania Liquor and Alcohol Code including mandates prohibiting the illegal sale, consumption or distribution of alcoholic beverages.
4. Smoking is not prohibited on the property. All smoking must take place off the property and smokers may not use neighboring properties or property lines to smoke.
5. NYCHAPS asks that the renter provides all equipment needed for the event including dishes and utensils, decorations, table cloths, and supplies to clean the space after the event.
6. It is the renter's responsibility to keep all rental participants, food and drinks, within the designated rental space. The Maple Shade Barn houses important documents and artifacts that are significant to the surrounding communities; loitering in restricted parts of the facility is not permitted.
7. The permit holder is responsible for the actions of their guests and hired services. Reservations that consist of minors (under 18 years of age) must provide adult supervision at all times with no less than one chaperone per twelve minors present during use of the NYCHAPS facility.
8. For your safety, emergency lighting must remain on and all emergency exits must remain clear at all times: per Pennsylvania fire code section 50.61.
9. The use of candles, open flames and smoke/fog machines are not permitted. Chaffing dishes and Sterno cans are permissible.
10. The permit holder must provide own ladder or equipment needed to decorate reserved room(s).
11. We are unable to permit use of other adhesives (duct/scotch tape), nails, screws, staples, tacks or any other fastening device which may deface or leave a residue. Renter can use existing hooks to hang decorations. All decorations must be removed from your reserved area after your event. No rice, confetti, glitter or tinsel may be used in or around the facility.
12. The renter is responsible for trash removal and cleaning. All garbage must be bagged and taken. Decorations must be removed from tables, walls and glass. Please sweep.
13. Only service animals are permitted in the facility.
14. It is the renter's responsibility to turn off all lights upon exiting of the property. The renter will leave the entrance door unlocked padlocking only the barn's blue swing door.
15. At no time shall reserving party sublease or assign its lease to another group or organization.