

Maple Shade Barn 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 _____(Renter)

Renter Details:

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

Event Details:

Description of Event		
Day/Date:		
Time:	Start:	End:
Estimated # of Guests:		
	Amount	Date Paid
Rental Fee		
Kitchen Fee		
Additional Services		
<i>Total Rental Fee</i>		
Deposit Amount <i>Minimum deposit \$500</i>		

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.

Date will only be held upon receipt of signed contract and payment of deposit.

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 30 days prior to the event date, in which event the entire Rental Deposit shall be refunded in full. If the Renter cancels less than 30 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, kitchen use, servers, 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

Street parking is available along Baltimore Street and Greenbrier Lane. NYCHAPS is not responsible for theft or other damage to any vehicle, or possessions therein, during, prior or after event. Under no circumstance will cars be allowed to drive onto the property from Baltimore Street.

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, and 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: *signing below confirms you have read and understand this contract and associated guidelines.*

Renter Name	
Renter Signature	
Date:	

NYCHAPS:	
Signature	
Date:	

Please mail signed document with deposit to:
NYCHAPS, P.O. Box 340, Dillsburg, PA 17019
Make checks payable to NYCHAPS
Questions? Please call us T-F between 11AM – 3PM

Dill's Tavern Rental Guidelines

Please save this page for your records

It is recommended that a NYCHAPS Rental Coordinator (NRC) is employed to oversee, coordinate, and deal with all aspects of rentals at Dill's Tavern and Plantation. This can no longer be the responsibility of a volunteer who is paid \$100 for the day of the rental. The NRC is responsible to identify other staff (to be paid, to be determined) when the shop, distillery, and log barn to utilized. The NRC is completely responsible for all aspects of a rental: the contract, the coordination of Renter's needs, the day of, and the final inspection.

1. Dill's Tavern and Plantation is a Living History Museum owned and operated by the Northern York County Historical and Preservation Society . As owners and managers of historic buildings, structures and landscapes, we have a responsibility of stewardship for the unique resources entrusted to our care. Even the most beautifully restored or preserved building can quickly show wear and tear and loss of historic building fabric if not protected from inappropriate use.
2. Renter shall provide a certificate of liability insurance in the amount of one million dollars (\$1,000,000.00) in the name of the Renter with NYCHAPS listed as an additional named insured.
3. Renter agrees to utilize Pennsylvania Liquor Control Board (PLCB) Responsible Alcohol Management Program (RAMP) trained bartenders for the service of any and all alcoholic beverages and to provide NYCHAPS with a copy of said RAMP Certification. (NOTE: This is also to be required at Maple Shade Barn.)
4. Base cost for use of Dill's Tavern is \$2500. Additional use of buildings: shop, distillery, log barn is an additional cost of \$500. This does not include the Orientation Room/Gift Shop.
5. A refundable security deposit of \$500 is required for use of Dill's Tavern and Plantation. Refund is based on the check list that is to be completed by a NYCHAPS staff member before the Renter leaves the premises. The security deposit is to be deposited by the NYCHAPS treasurer before the event in case there is damage or the summer kitchen and bathrooms are not clean. The refund could be partial; to be determined due to time spent in cleaning by our staff.
6. Staff member(s) are required to be on the Tavern and Plantation premises during the rental time. NRC will determine number of staff needed before the event. These staff members will be paid by the Renter, the amount being \$100 each, amount attached to the initial cost of \$2500.
7. There is a no smoking policy for Renters in all buildings and grounds of Dill's Tavern and Plantation except in a designated are, so marked.
8. It is suggested that the Renter remove all trash. However, if this is not possible, trash must be bagged and tied so that NYCHAPS staff can dispose of it.
9. Depending on the temperature and time of the year, the Renter may utilize the fireplaces and stoves in Dill's Tavern. However, these are ONLY to be maintained by NYCHAPS staff. In addition, candles can be utilized but ONLY to be maintained by NYCHAPS staff.
10. The Renter will not be present at Dill's Tavern and Plantation before 9 AM and the event will last no longer than 10 PM with cleanup (completed by the Renter) to be completed no later than 11 PM. Before leaving the premises, a NYCHAPS staff member will do a walk through with the Renter to complete a check list to make sure there is no damage to property, no missing property, and that bathrooms, summer kitchen, etc. are clean. Depending on the check list, the security deposit or partial may be nonrefundable. If renter wishes times to be extended then additional payment for those extra hours will be negotiated. (NOTE on MSB events: check list to be completed on Monday morning after an event since staff is not required to be at MSB events.)
11. An incident report will be completed by NYCHAPS staff present at any event to protect NYCHAPS (in

conjunction with the Hold Harmless clause), etc.

12. A capacity limit in Dill's Tavern will be adhered to. It is recommended that this limit for the second floor of Dill's Tavern be no more than 60 people.
13. Vehicles are not allowed on the brick walkways.