

Sycamore Spring Orchard, LLC

Orchard Entertainment Hall/Pavilion

Rental Application and Agreement

Name of Applicant: _____

Address: _____

City/State/Zip: _____

Phone: _____ Work Phone: _____ Cell: _____

Email: _____

Facility: _____

Date of Event: _____ Type of Event: _____

Number of Guests Attending: ____ Will alcohol be served? Yes _ No _

Rental Start Time: _____ Rental End Time: _____

A \$30.00 charge will apply for every 30 minutes the event extends past Rental End Time int. _____

To avoid additional charges, we recommend that you allow at least 30 minutes for breakdown time.

Total Hours: _____ Cost \$ _____

Additional Set up/Clean up Hours: ____ X \$ _____ each _____

Full Use of Kitchen INCLUDED

Of Rectangle Tables (6'): _____ INCLUDED

Of Chairs (white outdoor resin with arms): _____

Other: _____

Other: _____

Sub Total \$ _____

\$200.00 security deposit refundable 7 days after event with the following provisions; end time is met, trash is put in designated area, no damage to hall or its contents, and items on this agreement are adhered to.

Security Deposit _____ \$200.00

Grand Total \$ _____

Deposit _____ int.

Less Deposit - _____

Balance due 14 days prior to _____

Balance \$ _____

Liability Statement: By signing this Rental Application and Agreement, the Renter agrees to assume the responsibility and legal liability for the above described event, and to abide by all the Conditions, Rules and Regulations printed on the back of the Application/Agreement upon acceptance of this Application/Agreement by Sycamore Spring Orchard, LLC. Additionally, the Renter agrees to indemnify, defend and hold harmless Sycamore Spring Orchard, LLC from any and all claims for bodily injury or property damages that may arise out of or in connection with this Agreement and use of the subject premises. Failure to comply with any or all of the above stated rules will result in the withholding of the security deposit.

Signature of Applicant/Renter: _____ **Date:** _____

Approved by Leasing Agent: _____ **Date:** _____
Sycamore Spring Orchard, LLC

PAYMENTS

All checks to be made payable to Sycamore Spring Orchard, LLC

1901 Thompson Ave., Jonestown, PA 17038

A \$200.00 refundable security deposit is to be submitted with Application/Agreement payable to "Sycamore Spring Orchard, LLC"

If event extends beyond contracted hours without prior approval, additional charges will apply as stated on the first page of this contract. These charges will be subtracted from the security deposit.

CANCELLATIONS

Applicant/renter is responsible for payment in full if event is cancelled within 30 days of event.

ITEMS INCLUDED IN RENTAL FEE

Anything not specifically included in contract is excluded

ITEMS NOT INCLUDED IN RENTAL FEE

Table Linens are not provided.

You may set-up the hall within the time frame stated on contract. If additional set-up time is required, applicant may purchase extra time at \$55.00 per hour early entry or \$55.00 per hour for extended event time.

You must clean off all tables before leaving at your scheduled time and empty trash barrels and place garbage bags in designated area.

The kitchen, if used, must be cleaned, all personal items removed and the floor must be swept.

ONLY painters tape and/or Command hooks may be used on the walls, NO TACKS OR NAILS.

No beer kegs of any kind are allowed (bottled or canned beer ONLY).

No propane gas tanks may be used without prior written approval.

No cotton candy or popcorn machines.

The renter hereby accepts the premises in the condition in which they are at the beginning of this lease and agrees to maintain said premises in the same condition, order, and repair in which they are at the commencement of said term excepting only reasonable wear and tear arising from the use thereof under this agreement, and the renter shall be liable to Sycamore Spring Orchard, LLC and shall forever hold harmless Sycamore Spring Orchard, LLC from any and all such damage or loss occasioned to the premises or any of Sycamore Spring Orchard, LLC's properties caused by the acts or negligence of the renter or any persons in the employ or under the control of the lessee.

The lessee assumes all risk for the scheduled event and shall be solely responsible and answerable for all damages, accidents, and injuries to persons and to personal property and hereby covenants agrees to indemnify and keep harmless Sycamore Spring Orchard, LLC and it's representatives from any claims, suits, losses, damage, or injury to person or property of any kind and nature whether direct or indirect arising out of the operation of this permit or the carelessness, negligence, or improper conduct of the lessee or any servant, agent, or employee. It is expressly understood and agreed that no real or personal property is leased to the lessee, that he/she is a lessee and not a lesser. This Agreement is not transferable. The renter agrees not to represent himself as an agent or associate of Sycamore Spring Orchard, LLC. The lease granted shall continue only so long as renter shall comply strictly and promptly with each and all of the undertakings, provisions, covenants, agreements, stipulations, and conditions herein contained.

The renter shall indemnify and save Sycamore Spring Orchard, LLC harmless from any and all claims liability, losses, and causes of actions which may arise out of the operation of the renter's function under the lease agreement. The renter shall pay all claims and losses of any nature whatsoever in connection therewith, and shall defend all service in the name of the Sycamore Spring Orchard, LLC when applicable, and shall pay all costs and judgments which may issue thereon.

The room must be vacated by the agreed upon ending time of the event (i.e. if the room is booked from 6:00pm until 11:00pm, all persons must be out of the room by 11:00pm).

Total contract fees must be paid 14 days prior to contract event.

Usage must be limited to the activities listed in the Application or attachments, at Sycamore Spring Orchard, LLC's discretion.

Additional charges may be made if equipment or maintenance services are required.

Use will be limited to specific areas stipulated.

Sycamore Spring Orchard, LLC will provide an attendant on the on premises prior to set-up, and for locking and securing building after function. Contact phone numbers will also be provided.

Parking lot is the designated area for smoking, cigarette receptacles are to be used.

Sycamore Spring Orchard, LLC reserves the right to cancel for not abiding by regulations, misconduct, or another action detrimental to participants or Sycamore Spring Orchard, LLC.

Renter agrees to furnish any other information requested by Sycamore Spring Orchard, LLC.

If determined that any of the previous regulations are not applicable to a particular function, it will be at the discretion of the responsible Sycamore Spring Orchard, LLC representative to waive said regulations.

If having a party catered or renting any equipment, it must be removed immediately after the event unless prior arrangements were made and approved. Additional charges may apply.

Sycamore Spring Orchard, LLC will not be responsible for any lost or damaged goods.

There is absolutely no smoking in the building.

There can be no cash bar, unless you have a caterer for your event and their liquor permit expressly permits a cash bar.

Applicant/Renter initial _____

Sycamore Spring Orchard, LLC Orchard Entertainment Hall–1901 Thompson Ave., Jonestown, PA17038
Phone: 717-867-4389