



Lancaster Liederkrantz

722 South Chiques Road, Manheim, PA 17545-9131

PAVILION RENTAL AGREEMENT

MEMBERS ONLY

PARTIES: LANCASTER LIEDERKRANZ (Liederkrantz) and APPLICANT (Applicant)

APPLICANT _____

Address _____

Phone(s): Home _____ Cell _____

Email Address _____

Function _____ Approx No. Attending _____ Date & Time: _____ 4hour limit

Applicant agrees to be responsible for the general conduct of persons attending the event. Any unruly acts such as fighting, destruction of property, drug use, or bad conduct will result in an immediate end to the event. All parties engaging the Liederkrantz facility are responsible for any and all damages and will be charged accordingly.

The Liederkrantz will not be liable for any loss or injury to any person or property and Applicant agrees to indemnify the Liederkrantz against any and all claims filed or asserted as a result of the use of the Liederkrantz facilities.

RENTAL FEE FRIDAY, SATURDAY AND SUNDAY: \$500.00 - Member Rental Fee

RENTAL FEE MONDAY through THURSDAY: \$350.00 - Member Rental Fee

Members may not rent on behalf of non-members, businesses, other organizations, or for the purpose of another organized event.

ACKNOWLEDGEMENT: Applicant acknowledges having read this agreement, including Indoor Facility Rental Terms and Conditions attached and intending to be legally bound by such, so signifies their agreement by their signature below. This agreement contains four pages.

LANCASTER LIEDERKRANZ:

APPLICANT: (also sign Terms & Conditions & Appendix)

By: _____ By: _____
(Signature) (Signature)

Date: _____ Date: _____
(See Reverse Side)

Lancaster Liederkrantz

INDOOR FACILITY RENTAL TERMS AND CONDITIONS

Rental Deposit - A Non-refundable deposit, equal to the rental fee, is required at the time of the booking to confirm the date. Deposit will be applied to final billing providing there is no damage to Liederkrantz property.

Payment Terms - The deposit is due and payable on execution of this agreement, which is effective upon the receipt of the deposit and the signed agreement by the Liederkrantz. The rental fee and food/beverage service will be billed at the conclusion of the event are due within 15 days. All payments are to be made by cash or check. Checks should be made payable to The Lancaster Liederkrantz. Credit cards will be accepted, however, there is a 3% surcharge.

Bar Surcharge - A surcharge of \$50.00 will be added for the use of the club bar by the Applicant when there is a Liederkrantz club event taking place or during regular business hours, in addition to the regular bartender fee.

Meals – All food will be by caterer of your choice. The caterer must provide wait staff and all items necessary to serve and consume the meal. Kitchen facilities will NOT be available to the caterer.

Beverage Purchases – All beer, wine and alcohol must be purchased and supplied by the Liederkrantz. No alcohol may be brought onto Liederkrantz property. No alcohol may be removed from the premises.

Bartender/Proctor – When alcohol is being served, Applicant must use a Liederkrantz R.A.M.P. (Responsible Alcohol Management Program) Certified Bartender. When there is no alcohol at an event a proctor must be present. One bartender will be assigned per 100 guests for open bars and one bartender will be assigned for every 75 guests for cash bars. One proctor will be assigned per 200 guests. Bartender/Proctor Fee: \$25.00 per hour per person for a minimum of four (4) hours.

Liederkrantz Bar – Attendees age 21 or older may purchase alcoholic beverages at the Liederkrantz bar for consumption at the function. Underage attendees are not permitted to consume alcoholic beverages or to be seated at the Liederkrantz bar.

Decorations – Any decorating on the day or evening prior to the date of the rental must be scheduled with and confirmed by the Banquet Manager. The renter shall not use staples, tacks, or glue on any of the facility walls, ceiling, wood surfaces or any other Liederkrantz property. Removal of decorations is the responsibility of the Applicant.

Small Games of Chance – The Lancaster Liederkrantz has a small games of chance license which covers raffles and 50/50 for the Liederkrantz only. Individuals or groups that book the facility and wish to hold raffles or 50/50's must secure a small games of chance license or a special permit license for that event. Contact the Lancaster County Treasurer office for more information. All SGOC rules must be followed.

Late Fees – Any outstanding invoice over 15 days will be charged 1½% per months (18% annually) on the remaining balance.

APPLICANT:

By: _____

(Signature)

Date: _____

Lancaster Liederkrantz

Appendix

The Liederkrantz will hold a date for a prospective renter for seven days. If payment is not received within that seven day period, the date will become available to the general public. Any rental requests within one month of the rental date will not be placed on hold. The date will be secured by rental payment/deposit.

The Liederkrantz is renting the area (ballroom, rathskeller, or pavilion) with tables and chairs/benches. The renter is responsible for arranging the table and chairs/benches in a pattern that suits their needs and returning the table and chairs/benches to their original configuration. The Liederkrantz is not supplying any linens or table wares in the rental fee. The Liederkrantz will supply any barware necessary to serve the items that the Liederkrantz is providing. If you wish to rent any items from the Liederkrantz, a price will be quoted on an individual basis.

Rentals at the pavilion are limited to 400 people. The maximum number of people, including staff in the ballroom is 195 and the rathskeller is 140. The maximum numbers of allowed persons in the ballroom and rathskeller are by fire code. It is recommended that the maximum in the ballroom be 150 and the rathskeller be 100, for comfort's sake.

The approximate number of guests (within 50) attending any event will be supplied within one month of the event. The actual number will be supplied to the Liederkrantz within two weeks of the event. Without these numbers, adequate staffing cannot be ensured.

All orders for alcohol must be submitted three weeks prior to the event.

All rentals must be accompanied by food.

Rentals are for a four-hour period. Additional time is available at the rate of \$50.00 per hour.

The pavilion must be vacated within one hour of the close of the event apart from the clean-up crew. The ballroom and rathskeller must be vacated and cleaned within one hour of the event, not to exceed the Liederkrantz's posted closing time.

There will be no holiday rentals without prior approval.

ATM on site during regular business hours only.

No coolers are permitted except those of the renter or caterer. They must be in clear site of the bartender/proctor.

No animals are permitted on premises with the exception of service animals.

APPLICANT:

By: _____ Date: _____

Lancaster Liederkranz

722 South Chiques Road, Manheim, PA 17545
Telephone: 717-898-8451

MEMBER / NON-MEMBER BUSINESS TAX RECORD - THIS IS NOT A BILL!

In order to comply with Internal Revenue Service guidelines, the attached information must be obtained for functions of more than eight persons and/or when less than 75% of attendees are Club members

Member host, please complete the following:

- 1) _____ This function will be paid for by me without reimbursement from anyone.
 - If YES, check and proceed no further; sign the form and return to the Club office*
 - If NO, please continue.

- 2) _____ 75% or more in attendance are Lancaster Liederkranz Members.
 - If YES, check and proceed no further; sign the form and return to the Club office*
 - If less than 75% in attendance are Lancaster Liederkranz Members, complete the remainder of form.

Please check one of the following:

- 3) _____ I sponsored this function and will receive a reimbursement for expenses incurred.
- 4) _____ This was a business function which served as a direct business objective for me personally, even though I will be reimbursed by my employer.
- 5) _____ This was a business function which did not serve as a direct business objective for me personally but rather I acted as a sponsor for my employer and will be reimbursed by my employer.

Employer: _____ Position in Firm: _____

Nature of Function: _____

List non-members and their business or relationship to you on reverse side or another sheet of paper; if non-members can be identified as a particular class or group of individuals, you may record such information rather than list individual names.

MEMBER SIGNATURE

DATE