Lancaster Liederkranz

722 South Chiques Road, Manheim, PA 17545-9131

PAVILION RENTAL AGREEMENT

NON MEMBERS ONLY

PARTIES: LANCASTER LIEDERKRANZ (Liederkranz) 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 Liederkranz facility are responsible for any and all damages and will be charged accordingly.

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

RENTAL FEE FRIDAY, SATURDAY AND SUNDAY: ☐ **$750.00 - Non Member Rental Fee**

RENTAL FEE MONDAY through THURSDAY: ☐ **$500.00 - Non Member Rental Fee**

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 three pages.

LANCASTER LIEDERKRANZ: **APPLICANT:** (also sign Terms & Conditions & Appendix)

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

Date: _____ Date: _____

(See Reverse Side)

Rev. 5/22

Lancaster Liederkranz

PAVILION 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 Liederkranz 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 Liederkranz. One half of the estimated rental and food/beverage fee is due two weeks prior to the event. The balance of the estimate is due on the date of the event, prior to the event beginning. Any balance on the actual invoice 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 Liederkranz. Credit cards will be accepted, however, there is a 5% surcharge.

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 Liederkranz. No alcohol may be brought onto Liederkranz property. No alcohol may be removed from the premises.

Bartender/Proctor – When alcohol is being served, Applicant must use a Liederkranz 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.

Liederkranz Bar – Attendees age 21 or older may purchase alcoholic beverages at the Liederkranz bar for consumption at the function. Underage attendees are not permitted to consume alcoholic beverages or to be seated at the Liederkranz 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 Liederkranz property. Removal of decorations is the responsibility of the Applicant.

Small Games of Chance – The Lancaster Liederkranz has a small games of chance license which covers raffles and 50/50 for the Liederkranz 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: _____ Date:_____

(Signature)

Rev. 5/22

Lancaster Liederkranz

Appendix

The Liederkranz 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 Liederkranz 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 Liederkranz is not supplying any linens or table wares in the rental fee. The Liederkranz will supply any barware necessary to serve the items that the Liederkranz is providing. If you wish to rent any items from the Liederkranz, 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 Liederkranz 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 Liederkranz'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:_____

Rev. 5/22