



Lancaster Liederkranz

722 South Chiques Road, Manheim, PA 17545-9131

RENTAL AGREEMENT

PARTIES: Lancaster Liederkranz (LLK) and Applicant/Renter (RENTER)

Applicant's/Renter's Name:		Membership Status: <i>Members may not rent on behalf of non-members.</i>	Phone Number:
		<input type="checkbox"/> Member ID # _____ <input type="checkbox"/> Non-Member	Cell _____ Work _____
Address:		Email:	

Function:	Approximate Number of Guests:	Requested Date & Time:

<i>Rental Area:</i>	<i>Non-Member Fee: Monday, Tuesday, Wednesday or Thursday</i>	<i>Non-Member Fee: Friday, Saturday, or Sunday</i>	<i>Member Fee: Monday, Tuesday, Wednesday or Thursday</i>	<i>Member Fee: Friday, Saturday, or Sunday</i>
Pavillion	\$500	\$750	\$350	\$500
Ratskeller	\$200	\$200	\$150	\$150

- There are no holiday rentals.
- Pavilion rentals are limited to 400 people. Ratskeller rentals are limited to 100 people.
- Rental fees are for a 4 hour period. Additional time is available at the rate of \$50 per hour.

Area to Be Rented:	Rental Fee:

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Payment of the Facility Rental Fee: The non-refundable facility rental fee is due along with this signed rental agreement at the time of booking to secure the date.

Rental Facility:

- Tables and Chairs - The LLK is renting the area with tables and chairs/benches. The RENTER is responsible for arranging the tables and chairs/benches in a pattern that suits their needs and returning the tables and chairs/benches to their original configuration. A fee will be assessed if the area is not reset.
- Barware - The LLK will supply any barware necessary to serve the beverages that bartenders serve. The LLK does not provide cups for any non-alcoholic beverages that the RENTER may choose to serve (the RENTER must provide cups for non-alcoholic beverages that the RENTER is serving).
- Linens and Tableware - The LLK does NOT supply any linens or tableware.
- Sound System - The LLK does NOT provide a sound system.
- Decorations - Any decorating prior to the event must be scheduled with and confirmed by the Event Manager. The RENTER shall not use staples, tacks, or glue on any of the facility walls, ceiling, wood surfaces or any other LLK property. The RENTER shall not store hanging items or balloons that may set off security alarms. A fee will be assessed to cover an overnight security response. Removal of event decorations and resetting of LLK decorations are the responsibility of the RENTER.
- Vacating/Clean Up - The rental areas must be vacated and cleaned within one hour of the event, not to exceed the LLK posted closing time.
- Trash - A RENTER of the Pavilion must put trash bags in the Blue Trash Dumpster located in the parking lot by the trailers. A RENTER of the Ratskeller must put trash bags in the Blue Trash Dumpster at the top of the driveway. Recycling Bins are provided; these will be emptied by the LLK.
- Animals - No animals are permitted on the premises of the LLK with the exception of service animals.

Meals: The RENTER must provide food to their guests and cooking facilities are not available. Food may be provided by the RENTER or a caterer of the RENTER's choice. The RENTER or caterer must provide wait staff and all items necessary to serve and consume the meal. There is no stove or oven available at the Pavilion or Rathskeller.

- Pavilion rentals: a handwashing sink and refrigerator is available for use; sink should not be used for cooking or washing dishes.
- Ratskeller rentals: kitchen facilities are not available.

Bartender/Proctor:

- When alcohol is at an event, renters must use a LLK RAMP (Responsible Alcohol Management Program) Certified Bartender. A minimum of one bartender will be assigned per 100 guests for open bars and one bartender will be assigned per 75 guests for cash bars. Event Manager may require additional bartenders.
- When there is no alcohol at an event, a proctor must be present. One proctor will be assigned per 200 guests.
- The Bartender/Proctor Fee is \$25.00 per hour for a minimum of 4 hours.

Bathrooms: The pavilion: The LLK property operates with well water and septic tank. Portable toilets/portapotties are cleaned regularly and are available for guest use. There is a handicapped restroom available only for people with disabilities. Excessive use of the handicapped restroom will cause odor and septic overflow.

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Rathskeller: There are Men's and Women's restrooms available in the Rathskeller.

Bar/Beverages:

- All beer, wine, and alcohol must be purchased and supplied by the LLK.
- No alcohol may be brought onto LLK property or removed from the premises. No coolers are permitted except those of the RENTER or caterer for food or non-alcoholic beverage storage. Coolers must be in clear sight and may be inspected by the bartender/proctor.
- Non-alcoholic beverages may be provided by the RENTER.
- All PLCB rules apply and guests will be required to provide identification to confirm age.
- A RENTER of the Rathskeller must provide guests with an open bar (the RENTER will pay for all alcoholic beverages).
- A RENTER of the Pavilion may provide guests with an open bar (the RENTER will pay for all alcoholic beverages) or a cash bar (guests will pay for alcoholic beverages).

Small Games of Chance: A RENTER that wishes to hold raffles or 50/50's must secure a Games of Chance license or a special permit license. Contact the Lancaster County Treasurer's Office for more information. All Games of Chance rules must be followed. <https://www.co.lancaster.pa.us/448/Small-Games-of-Chance>

Payment Terms:

- The Rental Facility Fee is due and payable on execution of this agreement, which is effective upon the receipt of the Rental Facility Fee and the signed agreement by the LLK.
- One half of the estimated rental and food/beverage fee is due two weeks prior to the event.
- The final invoice will be billed at the conclusion of the event and is due within 30 days.
- All payments are to be made by cash or check. Checks should be made payable to "Lancaster Liederkrantz." Credit cards will be accepted; however, there is a 4% surcharge.
- Late Fees - Any outstanding invoice over 30 days will be charged 1.5% per month (18% annually) on the remaining balance.
- For members, nonpayment may result in suspension of membership.

Conduct and Damage: RENTER 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 LLK facility are responsible for any and all damages and will be charged accordingly.

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

Force Majeure Clause: The LLK will not be responsible to fulfill this Agreement for causes that could not be anticipated and/or are beyond their control. These causes include but are not limited to acts of God, acts of man, acts of government, and other impersonal events or occurrences. Examples include natural disasters such as flooding and storms. The LLK will work with the RENTER to reschedule or make other accommodations when possible.

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ESTIMATED FEES WORKSHEET

Estimated Facility Rental Fees:

Facility Rental Fee:	4 hours	Paid prior to event	
# of Additional Hours for Facility		\$50 per hour	
		Estimated Fee for Additional Facility Hours:	

Estimated Bartender/Proctor Fees:

	Total Hours	Rate per Hour	Estimated Cost
Bartender/Proctor 1 (4 hour minimum)		\$25	
Bartender/Proctor 2 (4 hour minimum)		\$25	
		Estimated Fee for Bartenders/ Proctors:	

Beverage Fees:

	#	Cost per item	Estimated Cost
Beer			
Wine			
Liquor			
Non-alcoholic beverages			
		Estimated Fee for Beverages:	

Within one month of the event, (date _____), the renter will provide the LLK with an approximate number of guests (within 50). The RENTER will order beverages for the event and the Liederkrantz will provide exact pricing for alcohol to be ordered and served by the bartenders at the event.

Within two weeks of the event, (date _____), the renter will provide the LLK with an exact number of guests. The renter will also remit one half of the remaining estimated facility rental fee, bartender/proctor fee, and beverage fee. This estimated amount is \$_____.

ACKNOWLEDGEMENT: RENTER acknowledges having read this Rental Agreement and intending to be legally bound by such, so signifies their agreement by their signature below. This agreement contains five pages.

LIEDERKRANTZ:

APPLICANT/RENTER:

By: _____
(Event Manager Signature)

By: _____
(Signature)

Initials: _____

Date: _____

Date: _____

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EVENT MANAGER WORKSHEET

Type of Bar at Pavilion:	Cash	Open
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Gratuity for bartenders:	Add _____ % gratuity to final invoice	Tip Jar	Cash to bartenders
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Food/Catering:

Provided by Renter	Caterer Contact Information:
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Entertainment:

Provided by Renter	DJ/Band Contact Information:
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Other Vendors (i.e. tables/chairs/linens):

Type of Vendor:	Contact Information:

Final Facility Rental Fees:

Facility Rental Fee:	4 hours	Paid prior to event	
# of Additional Hours for Facility		\$50 per hour	
		Subtract Estimated Payment Received	
		Remaining Fee for Additional Facility Hours:	

Final Bartender/Proctor Fees:

	Total Hours	Rate per Hour	Cost
Bartender/Proctor 1 (4 hour minimum)		\$25	
Bartender/Proctor 2 (4 hour minimum)		\$25	
		Subtract Estimated Payment Received	
		Gratuity	
		Remaining Fee for Bartenders/ Proctors:	

Final Beverage Fees:

	#	Cost per item	Cost
Beer			
Wine			
Liquor			
Non-alcoholic beverages			
		Subtract Estimated Payment Received	
		Estimated Fee for Beverages:	

Damages	Description of Damage:	Cost:

TOTAL DUE:	
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