



[rev. 5-17-18]

RENTAL CONTRACT

initiation date _____

THE HISTORIC PENN HEBRON GARDEN CLUB MORROW BARN BUILDING

(412) 247-9066, Rental Chairman

THE PENN HEBRON GARDEN CLUB (hereafter called Lessor) agrees to lease this landmark building, subject to the terms and conditions of this contract to:

NAME: _____ PHONE: _____

ADDRESS: _____

DATE: _____ EVENT: _____

ARRIVAL TIME: _____ DEPARTURE TIME: _____ Special contract terms, below:

YOUR FEE SCHEDULE:

SECURITY AND DAMAGE DEPOSIT: _____ due _____ Pd. check # _____

RENTAL FEE: _____ due _____ Pd. check # _____

STANDARD RENTALS (7 hrs.) - **LOWER FLOOR ONLY** - \$150 security deposit + \$290 rent. **BOTH FLOORS** - \$200 security deposit + \$385 rent. HOURLY RATES (& all additional hrs. over 7 hrs.) are \$60/hr for both floors and \$50/hr for downstairs only. Security checks are cashed upon receipt. We require a 5 hour minimum rental on Saturdays & holidays (4 hours on all other days). All hourly rentals require \$100 security deposit. Sign original contract and mail with security deposit within 7 days to hold your date. Balance is due 6 weeks prior to the rental date. If final payment is made less than 6 weeks prior to rental date, it must be made by cash, cashier's check or money order. If event is cancelled for any reason, \$150 is forfeited unless the club can sign another contract of equal monetary value for that date 6 weeks before the cancelled rental. Post dated checks will not be accepted.

LESSEE AGREES TO THE FOLLOWING TERMS:

- This building is a non-smoking facility. Please smoke outside and use sand receptacles for cigarette butts. Cigarette butts found on the property will incur a cleaning fee from security deposit.
- Downstairs seating capacity is 80 people at 8' tables.
- ALL CONTRACTED RENTAL PERIODS INCLUDE SETUP AND CLEANUP TIME. Additional hours must be negotiated and paid in advance. Plan to arrive on time and be prepared to go over contract with rental representative before taking responsibility for the building. **Excessive tardiness (ten minutes or more) by lessee at opening of building will be deducted from security deposit using our hourly rate (see above).**

Example: ½ hour late = (-) \$25 downstairs, (-) \$30 both floors.



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- No high school graduation or teenage parties will be allowed, unless special arrangements are finalized with a representative of lessor.
- No event shall extend beyond 11:00 PM. You must exit the premises (including the parking lot) peacefully, leaving it in a clean condition without any damage to the facility or furnishings of the Penn Hebron Garden Club.
- **Do not overstay.** Begin your cleanup in a timely manner. Your security deposit will be forfeited fully, or in part, for any and all damages occurring during your rental or by overstaying your contracted departure time.
- You assume full responsibility for any and all accidents occurring on the premises.
- You agree to serve wine and beer responsibly with special attention to those who may have overindulged. Hard liquor is prohibited. Beer kegs must be kept outside in the parking lot, away from the door.
- You will properly operate all electrical, gas and plumbing fixtures. No additional appliances or equipment may be brought into the building without prior approval. Appliances are only to be used to heat food.
- Outside musical equipment is permitted. Music must be kept at a reasonable level. We thank you for being thoughtful to our neighbors.
- Children must always be supervised by an adult. Chewing gum left on premises will incur a cleaning fee from security deposit.
- You must dispose of all trash from kitchen, bathroom, upstairs and parking lot in plastic bags provided. Trash bags are to then be placed in dumpster in parking lot.
- Tables and chairs must be left in the same arrangement. A **\$25 fee** will be **deducted** from deposit if the building is not restored to its original arrangement.
- You must remove all food, beverages and ice from the refrigerator upon departure. Please wipe up any spills or crumbs from counters, tables and chairs.
- You must close and lock windows and doors. Turn button on downstairs door knob to lock when leaving. You must make sure all doors are closed securely.
- No pets are permitted in the building.

LESSOR AGREES TO:

- Return Lessee’s security deposit within 14 days after the rental date, provided the Lessee fully and faithfully performs the terms, conditions and covenants of this contract. In the event of any breach, Lessor is entitled to retain the security deposit as liquidated damages, or may apply the sum against an actual loss, damage or injury. The balance thereof will be the responsibility of the Lessee. Lessor’s determination of the amount, if any, to be returned to the Lessee, shall be final.

PLEASE READ THIS CONTRACT CAREFULLY. SIGN AND RETURN THE ORIGINAL COPY WITH YOUR DAMAGE AND SECURITY DEPOSIT. PLEASE MAKE CHECKS PAYABLE TO “**PENN HEBRON GARDEN CLUB**” AND SEND TO: PENN HEBRON GARDEN CLUB, RENTAL CHAIRMAN, P.O. BOX 17948, PITTSBURGH, PA 15235

Lessee Signature: _____

Date: _____

Lessor Signature: _____

Date: _____