

Quittie Glen

417 Reigert's Lane Annville, PA 17003

Victor and Lois Biever Pavillion Rental Agreement

Today's Date: _____

Rental Date(s): _____ to _____

Time: _____ am/pm to _____ am/pm

Please include the time needed to set-up and clean up in your rental.

Name: _____ Contact Number: (____) _____

Organization: _____ Alt. Contact: (____) _____

Address: _____ City: _____ State: ____ Zip: _____

Email Address: _____ Number of Guests: _____

Purpose for the rental: _____

Catering: ____ No ____ Yes please list name, address and phone number.

It is the responsibility between the renters and caterers to provide all paper products, table linens, condiments for event.

PLEASE CHECK ALL ITEMS TO BE USED DURING THE EVENT

Rental Options:

- \$75.00 for the first hour, \$50 for each additional hour (two hour minimum)
- \$400.00 a day \$800 weekend rental (2 pm Friday – 2 pm Sunday)
- \$200 Monday to Friday, 8 am-5 pm

Additional Items:

- Kitchen Stove & Grill \$ 50.00 per day
- Hall set up & teardown \$ 40.00 per hour
- Staffing \$ 25.00 per hour
- Fireplace (firewood NOT provided) \$ 40.00 per day
- Extended Grounds (For events utilizing \$ 50.00 per day

extended grounds, proof of event insurance is required.

General Pavilion Rental Policies

The following policies are set forth for rental of the Victor & Lois Bieber Pavilion and the Renter agrees to abide by these policies.

Rental Procedure:

- The hourly rental fee must include time needed for set up and cleanup of the pavilion. The pavilion is available for rent between 7 am and 11 pm.
- A reservation deposit (half of your total rental fee) and the completed rental agreement secure your rental date. The remainder of the rental fee is due no later than a month prior to the rental date.
- Renters will assume all responsibility for the conduct of their guests and shall not permit unlawful or disruptive activities. The event shall be supervised by the renter during the entire period of use.
- Renters are responsible for any damage to the facilities and/or contents and fixtures. All damage must be reported to Quittie Glen staff immediately. Renters will be expected to cover all repairs and replacement cost of any damage to the facility itself and or the contents of such.

Cancellations:

- Cancellations with less than two weeks' notice will be assessed a 25% administrative fee of the total rental fee. No refunds will be tendered if cancellation is less than one week from scheduled function.

Room Set-up:

- Area is clear with table and chairs located in the storage areas. Should Renter require a different setup, the renting party will be responsible for the rental of additional chairs or tables if needed. A \$25.00 per hour set up fee applies if renter requests that staff from Quittie Glen set up and/or tear down. The renter is responsible for returning tables and chairs back to their original storage areas and ensuring access to the washer and dryer in the storage area.
- Rooms can only be used for approved purposes.

Clean-up:

- Renter is responsible for the cleanliness of the meeting facility upon conclusion of the event; a clean-up fee will be assessed if meeting space is not returned to its original state. In the event items are left behind, Quittie Glen staff will attempt to make arrangements to return them. However, after 48 hours Quittie Glen staff have the right to dispose of such items at their discretion.
- Chairs and tables must be cleared and returned to the storage closet.

- No used materials or trash shall be left in meeting rooms. Trash must be placed in dumpster and recycling in the provided recycling containers. Leftover food must be thrown or taken away.
- Quittie Glen will provide trash receptacles, recycling bins and trash bags.

Food and Beverages:

- Renter is welcome to use their caterer of choice. It is the responsibility between the renters and caterers to provide all paper products, table linens, dinnerware and condiments for the event.
- It is the responsibility of the renter that alcohol is served in accordance with all applicable laws. As the social host, the renter is responsible for ensuring that no alcohol is served to anyone under 21 or visibly intoxicated.

Miscellaneous:

- Quittie Glen is smoke-free.
- No candles.
- Quittie Glen provides garbage receptacles, liners, recycling bins and paper products in the restrooms.
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END OF THE EVENT PROCEDURES:

(Please retain for your use)

1. All recycling and/or garbage in the conference rooms, kitchen and restrooms must be properly disposed of in either the recycling containers or dumpster.
2. Please make sure the faucets in the restrooms and in the kitchen are off and no commodes are running.
3. Counter tops, tables and chairs must wiped down.
4. All lights and ceiling fans must be turned off.
5. All additional items rented from Quittie Glen must be properly stored. Sound system must be turned off.
6. There are four (4) thermostats one in each restroom, the fireplace room and the main room. Please turn thermostats off during the warm months and set 55 degrees during the colder months.
7. All exterior doors and windows must be shut and locked.
8. Cook stove and gas grill must be turned off and grill locked.
9. Refrigerator and freezer doors are securely closed.
10. Table and chairs are to be cleared and returned to the storage areas. Please do not drag tables or chairs on the carpet. When returning items to the storage room, please do not block access to the washer and dryer.

Pavilion Table and Chairs Inventory

Included in your rental, you are able to use the tables and chairs that we have available.

Currently, we have 60 chairs and the following tables:

Round Tables:

- 4 round 4 ft. diameter tables Seat up to 6 people
- 6 round 5 ft. diameter tables Seat up to 8 people
- 2 round 6 ft. diameter tables Seat up to 10 people
- Rectangular Tables
- 2 rectangular tables 6 ft. length
- 2 rectangular tables 8 ft length

The dimensions of the main room in the pavilion are roughly 44 feet by 37 feet.