



FLEETWOOD GRANGE #1839
2864 MOSELEM SPRINGS ROAD, FLEETWOOD, PA 19522
RENTAL AGREEMENT

(Revision effective date: 23JUN2024, supersedes all previous revisions)

Renter Name: _____

Email address: _____

Responsible Person: _____

Cell Phone: _____ **Other Phone:** _____

Postal Address: _____

With this Rental Agreement, the Organization and/or the Responsible Person herein after termed the “Renter”, applies with Fleetwood Grange #1839 herein after termed the “Grange”, to rent the (Check one) ___ Entire Facility ___ Dining area and Kitchen, at the Grange’s facility located at 2864 Moselem Springs Road, Fleetwood, Pennsylvania 19522. The aforesaid premises are being rented solely for the following purposes:

Event description: _____ **Date:** _____

Rental Rate for first 5 hours: Entire Facility: \$600 or Dining area with Kitchen only: \$240. Extra hours: \$30/hour

Event Start Time: _____ **End Time:** _____

Extra hours requested beyond 5 hours: _____ **Note: Can be for Set-up/Take down/Clean Up/Long events**

TERMS AND CONDITIONS:

- 1. RENTAL DEPOSIT:** A rental hold deposit of \$50.00 is required in advance to hold your booking date reservation. The booking is only confirmed upon receipt of this Rental Deposit, along with a completed, signed and initialed copy of this Rental Agreement from the Renter, and is then afterwards subsequently approved and signed by an authorized Grange representative. The Renter will receive confirmation of their booking date reservation.

Rental Deposit Received by: _____ **Date:** _____

Renter's initials: _____

Grange's Initials: _____

2. **FULL RENTAL PAYMENT:** The remaining balance of the rental payment (minus the Rental Deposit) is required at least 10 days prior to the event if paid by check, or 2 days prior if paid by cash, certified check, or money order. We do not accept credit cards or checks from out of State (PA) banks. Please make all checks payable to "Fleetwood Grange #1839". An additional fee of \$30.00 will be charged for any returned checks, and the rental reservation canceled, until either a certified check or cash payment is received to replace the returned check.

Received by: _____ Date _____

3. **SECURITY DEPOSIT:** In addition to the Full Rental Payment, a Security Deposit of \$100.00 is required and due when the Full Rental Payment is made. Amounts shall be charged against this Security Deposit for the cost of any damages, missing items, or undue clean-up from activities occurring while the premises are rented. Possible damages or undue cleanup include items that are listed in Section 16, but are not limited to these items. A check for the security deposit, minus any charges, will be returned to the renter within 30 days after the event.

Received by: _____ Date _____

4. **CAPACITY:** The space rented for this event is limited in capacity and should not exceed 280 persons in the entire building, or 80 persons if only the Dining area with Kitchen is rented.

5. **CANCELLATION:** If the Renter cancels this rental agreement, the Renter's \$50.00 Rental Deposit will be forfeited.

6. **LIMITED USE OF PREMISES:** The Grange is responsible only for furnishing heat, water, light, space, and the facilities in the building. The Grange also provides folded-up tables and chairs available for use by the Renter. The Renter is responsible for the setup of any additional tables and chairs they use, and their replacement to their original locations prior to the end of the rental time frame. The Grange is not required to furnish any other additional equipment, and the Renter shall furnish and then remove any extra equipment they require for their event. Dishes, pans, and other cooking utensils are not included for use by the Renter.

7. **ALCOHOLIC BEVERAGES:** Alcoholic beverages may be consumed during the rental event. However the Renter assumes all responsibility for ensuring all their guests consume alcoholic beverages responsibly, and that those guests who will be driving after the event are not intoxicated. The Renter assumes all responsibility for any actions taken by any of their guests who become intoxicated during and after the rental activity. The Renter must also hold Liability insurance as described in the following section 8.

8. **LIABILITY INSURANCE:** If Alcoholic beverages are expected to be consumed during the event, the Renter must show proof of Liability Insurance to protect the Grange from liability in the event of any injury or other occurrence for any of the Renter's guests, or any other visitors, who will be attending the Renter's function. The renter must provide a Certificate of Proof of Insurance (can be obtained on request from your Insurance company) with The Fleetwood Grange #1839 named on the Certificate as an additional insured for any and all liabilities arising from the use of the Grange by the Renter during and after their event. This certificate IS REQUIRED when the full balance of the Rental Payment is made. If the Renter does not currently have insurance, the Grange Representative can provide the contact information for an agent who can facilitate obtaining insurance for their event at a minimal cost.

9. **PERSONAL PROPERTY:** The Grange is not responsible for the loss of any personal property, or effects of any kind brought into the Grange Hall facilities by the Renter, or by any guests invited by the Renter.

Renter's initials: _____

Grange's Initials: _____

10. **CODE OF CONDUCT:** A representative of the Grange may inspect the Grange facility and its surrounding compound at any time, even while the Renter's event is still in progress. The Grange retains the authority to terminate the Renter's function and to summon the Police Department for assistance to effect said termination, if at any time those participating in the Renter's event are not complying with reasonable rules of conduct, and/or are engaging in any illegal activities, or are creating an undue disturbance in the area, or trespassing onto any neighboring properties adjoining the Grange facility. The Grange representative's decision will be binding upon all parties in this contract.

11. **UNEXPECTED CALAMITY:** In case of fire or any other calamity and/or natural disaster resulting in damage to the Grange facility which would prevent the use of the facility prior to the Rental Event, the Renter will receive a full refund of all fees paid. The renter agrees not to hold the Grange responsible for any expenses or hardship incurred by the Renter due to a cancellation from such an unexpected calamitous event

12. **DAMAGES:** The Renter shall surrender possession of the premises and facilities rented or leased in good condition, and shall be responsible for any breakage or damage to the premises or its fixtures occurring during its occupancy, however caused. The Renter also assumes responsibility for any items or fixtures located at the Grange facility prior to the event that are missing or damaged after the event. Renters are entitled to a walk through of the facility to examine and document any existing defects, and bring these to the Grange Representative's attention. The Renter assumes all responsibility for any damages or loss occurring during the Renter's event.

13. **TENANT TO HOLD GRANGE HARMLESS:** It is agreed that the Renter hereby covenants and agrees to hold the Grange harmless, and the Renter shall defend and indemnify the Grange and all its Officers and Representatives from any and all claims, losses, liability, demands, suits, judgements, including all attorney fees and legal costs for any actions brought against the Grange, by anyone attending the Renter's event for any damages, injuries or deaths arising from or in connection with the occupancy and use of the Grange and its premises.

14. **ORDINANCE AND LAWS:** Renter shall not commit or permit any act in violation of any ordinance, law, or statutes; nor permit any public or private nuisance upon Grange premises; nor permit or maintain anything thereon which may endanger the premises or increase the danger of fire or any other hazardous condition.

15. **RESPONSIBILITY:** It is agreed that the person signing this document on behalf of any Organization represented will be held liable for the terms of this contact in its entirety.

16. **RENTAL APPLICANT DECORATING, CLEAN UP & GENERAL RESPONSIBILITIES:**

A. Decorating & General Responsibilities (*Please Initial*)

- _____ Chewing and bubble gum are strictly prohibited.
- _____ Absolutely no parking on the lawn.
- _____ No staples, screws, nails, tacks, scotch tape, or sticky materials on the walls and floors. Use only masking Tape or Painters tape when decorating.
- _____ To prevent scratches on the wooden floors of the Main Hall, do not drag chairs, tables and equipment on the floor. Games and other activities that may scratch and/or mark the dance floor are not allowed.
- _____ No corrosive chemicals, open flames, and/or combustible materials are allowed in the building.
- _____ No smoking anywhere inside the building. Smoking outside is allowed.
- _____ Use only small candles on cakes (birthday/anniversary/retirement/special cakes).
- _____ No loose and/or flying balloons, or any balloons containing glitter or confetti, are allowed.
- _____ The piano must not be moved from its present location.
- _____ No pets allowed in the building (exceptions made for any certified service dogs which are allowed)
- _____ No confetti, glitter, or other small particles are allowed to be used anywhere on the facility.

_____ For safety reasons, children must have adult supervision, especially when they are running and playing. Climbing trees on the Grange premises is strictly prohibited.

B. Clean Up Responsibilities (*Please Initial*)

- _____ Remove all decorations and equipment after the event.
- _____ Remove and clean up any dirty mess that you and your guests have caused on the tables, floors and walls.
- _____ Fold all chairs and tables and place them in their proper storage locations.
- _____ Completely clean the kitchen area. This includes wiping down all the counters, cleaning the sink so it is free from food and debris, and cleaning/wiping the stove and other kitchen appliances.
- _____ Do not leave any food or drinks in the refrigerator or freezer.
- _____ Put all trash in the garbage cans and at the end of the event into the provided dumpster outside.
- _____ Do not attempt to modify the heating and/or air conditioning system settings, they are automatic.
- _____ Turn off all the lights, including in the bathrooms, after the function.
- _____ Take all your belongings and valuables or anything left behind by your guests with you.
- _____ Lock and close all doors after the function.
- _____ Complete your clean up duties and vacate the building by the time specified in the contract.
- _____ Leave the Grange facility clean and orderly for the next Renter's use.

Note: If after the event, additional maintenance is required other than what is considered normal, you will be charged accordingly. If the facility is not vacated by the indicated end time, your deposit will be charged an additional \$50 per hour or portion thereof.

17. RENTAL AGREEMENT EXECUTION:

_____	_____
Signature of Responsible Person (Renter)	Date
_____	_____
Signature of representative of Fleetwood Grange #1839	Date