

Date sent: _____
Sent by: _____

WAVERLY COMMUNITY HOUSE, INC.
1115 N Abington Road ♦ P O Box 142
Waverly PA 18471
570-586-8191 (phone) ♦ 570-586-0185 (fax)

**Setup time must be included in event rental.*

Name: _____ Email: _____

Organization: _____

Address: _____ City _____ State _____ Zip _____

Phone (Day): _____ (Evening): _____ Room(s) Renting: _____

Purpose of Room Rental & Description of Activities: _____

_____ # Attending: _____

Event Date: _____ Reserved Time: _____ Set-Up Time*: _____

DJ/Band? Yes No Inflatable "Bounce House"? Yes No

TABLES/CHAIRS (Indicate # needed):

ADDITIONAL EQUIPMENT*:**

Tables** (8 ft rectangle—seats 8): _____ (17 in house)

Lectern: Yes No

Tables** (6 ft rectangle—seats 6): _____ (6 in house)

Extension Cord: Yes No

Tables** (5 ft round—seats 8): _____ (11 in house)

Water Pitcher: Yes No

Tables** (3 ft card—seats 4): _____

Easel: Yes No

Chairs** (max: 150): _____ (maximum capacity 200)

Projector Screen Yes No

Round tables not available for delivery

Kitchen (\$100): Yes No

ALL RENTALS INCLUDE 4 FREE TABLES AND 50 FREE CHAIRS.

Microphone (\$25): Yes No

***Additional tables are \$5 each **Additional chairs are \$.50 each*

Piano (\$150): Yes No

**Please draw a diagram of the set up of tables and chairs:*

STAGE

If you plan to rent equipment from an outside vendor, please provide type of equipment and name of rental company on the back of this form.

SEE RATES ATTACHED

My event is a Class "_____" Event.

Contract Amount: \$_____ per hour

of **extra** tables/chairs: ___ tables ___ chairs

***Additional Charges: \$_____

TOTAL: \$_____

Deposit: \$____ Due: \$_____

Date Paid in Full: ___/___/___ *initials*

CREDIT CARD: All lessees must leave credit card information. See paragraph 3.

PAY FULL AMOUNT OF RENTAL USING THIS CARD? YES NO

Print Name as it appears on card: _____

Credit Card Number _____

Card: MC VISA DISC Expiration Date: ___/___ 3-Digit Code: _____

Signature: _____

BALANCE MUST BE PAID IN FULL 48 HOURS PRIOR TO START OF EVENT.

If you are not paid-in-full by the time of your event, your above listed credit card will be charged for the full amount

RENTAL AGREEMENT WITH THE WAVERLY COMMUNITY HOUSE, INC.

The “Renter” must be 18 years of age or older to enter into this lease agreement. The “Renter” agrees to the following conditions with regard to room rentals at The Waverly Community House, Inc. (“The Comm”):

1. **Rental rates are per the rate schedule attached. In addition, the following rental fees are charged for use of the equipment: piano — \$150 per day** (includes \$125 tuning fee); **microphone — \$25 per day and kitchen — \$100 per day.** A refund or credit *will not* be issued if we do not receive *at least* 48 hours notice prior to a cancellation/postponement.
2. An extra maintenance fee will be applied if an event exceeds normal business hours. *There are no extra maintenance fees when renting during regular building hours unless additional staff members are needed during the activity. An additional fee of \$20 per hour per staff member will be assessed if additional maintenance personnel are needed.*
3. **The Waverly Community House reserves the right to charge the renter’s credit card: (a) if additional tables/chairs or other equipment are required at set up, (b) if the space rented is not left in a clean and reasonable condition, (c) if an event requires set up time by the Comm’s Maintenance Staff (d) if crowd capacity exceeds the limit for the class of event stated on the contract or (e) if there is damage to property (f) if not paid in full by the time of the event.**
4. The Comm office must approve event set up plans. *No tape or nails on the walls! Decorations must be hung using sticky tack or painter’s tape. Plans for decorations should be approved in advance.*
5. Smoking is strictly prohibited on the premises.
6. The serving of alcoholic beverages is strictly prohibited without the prior approval of the Board of Trustees. Requests to serve alcohol must be submitted in writing.
7. Excessive noise is strictly prohibited.
8. Open flames and/or burning of any material in any room is strictly prohibited.
9. Renter agrees not to drag furniture across the new floors and to keep the floors and/or carpets free of any debris including dirt, flowers, art materials, etc. Hockey sticks, soccer balls, skateboards, roller skates, rollerblades, heeies and scooters are not permitted in any of the rooms.
10. Weapons, explosives and/or controlled substances of any kind, including those intended for show or ornamental use, are strictly prohibited. Weapons include, but are not limited to, swords, firearms, knives, etc. The Executive Director has sole discretion in determining what constitutes a weapon. Anyone entering the premises with a weapon will be banned from the building and said entry will constitute a breach of the rental contract.
11. Renter agrees that any and all materials used in connection with its event and any and all activities engaged in in connection with its event will not violate any federal, state or local statute, law, rule, regulation and/or ordinance.
12. Contractors, rental companies, catering companies engaged in support of the event must each furnish the Community House with a Certificate of Insurance at least one week prior to the event.

13. All advertising or publicity by Renter in which the name “Waverly Community House,” “Waverly Community House, Inc.,” or “The Comm” is utilized must be submitted to the Waverly Community House Office for prior approval sufficiently in advance of the event.
14. **Adult supervision is required at events attended by youths less than eighteen (18) years of age.** If applicable, renter must complete Addendum B which will be attached.
15. Animals of any kind are not permitted in any of the rented premises except where approved by the Executive Director.
16. The Comm maintains an “Open Door” policy on all rentals. Tenants may not bar entry to the rooms during the rental period and the Executive Director or his/her designee may enter and observe activities occurring within the rented room(s) as he/she sees fit.
17. The Comm reserves the right to amend the rental agreement to accommodate unforeseen safety or physical plant concerns.
18. The Comm reserves the right to close the building and cancel scheduled rentals as it sees fit.
19. Any misrepresentation made by the renter in the rental agreement shall be deemed to be a breach of this contract and forfeiture of any rights, deposits and further rentals.
20. Renter agrees to indemnify and hold harmless the Waverly Community House, Inc., its officers, trustees, employees and volunteers against any and all actions, claims and losses, injuries to person or property, damages, costs and expenses of any type including attorney fees that may result from this event or program, work or service at the Waverly Community House.
21. Further, I/we hereby release the Waverly Community House, Inc., its officers, trustees, employees, volunteers and Waverly Township of any and all responsibility for injuries or accidents that may occur to users/renters, employees, agents, guests, invitees or participants utilizing the Waverly Community House rooms, premises, equipment or personnel who have assisted in any manner at either the Waverly Community House building and/or grounds. I/We further agree to assume and pay any and all claims or damages that may arise as a result of our use of the Waverly Community House.

Intending to be legally bound by these terms, the parties have agreed to this Rental Agreement:

By: _____ Date: _____
 (Renter’s Signature)

By: _____ Date: _____
 Executive Director’s Signature

2012 Rental Rates and Policies

General Auditorium/Gym Prices

Hours:

Monday through Friday: 8:00 am through 9:30 pm, including set-up time.

Saturdays: 9:00 am through 4:30 pm, including set-up time.

Sundays: As staff permits

Holidays: Closed

Class "A" Event

Private ticketed event in auditorium or back lawn

- Crowd capacity over 50

Rate:

- Commercial Event: 100 per hour, all other,
- Hourly up to 7 hours, \$75.00 per hour plus security deposit equal to rental.

Full Day:

- 8 hours and over 1:00 pm to 10:00 pm \$1,000

Piano: \$150 per day

Kitchen: \$100 per day

Allows for use of restrooms, lobby, stage, and canteen for 50

Class "B" Event

**Private Program or party
(non-ticketed)**

Crowd capacity under 50

\$55 per hour up to 7 hours

8 hours and over \$1,000.

Class "D"

Private Ticketed Event or Program

Crowd 50 and under

\$55 per hour up to 7 hours

8 hours and over \$1,000

Class "C" Event

**Private Program or Party
(non-ticketed)**

50 and over

\$70 per hour up to three hours

\$75 per hour over three hours

Class "E"

**Community Program rentals
athletic leagues, exercise classes)***

\$30 per hour Monday through Friday and Saturday
before 5:00 pm

\$50 per hour on Saturday after 5:00 pm and on

Sundays

**Starting either fall 2011 or with new contract.*

Security Deposit and Credit Card Required

In case of a cancellation, your security deposit is NON-REFUNDABLE

Last minute cancellations preclude rentals to another tenant. **Cancellations within 24 hours will result in you being charged half of the total rental**

Four free tables and 50 chairs with each rental

Extra tables \$5.00 per table, \$.50 per chair.

Setup time must be included in event rental. NO FREE SET UP TIME.

All renters must note a credit card number on the contract, no exceptions.

2011/2012 Rental Rates and Policies

Additional Room Rentals

Hours:

Monday through Friday: 8:00 am through 9:30 pm, including set-up time.

Saturdays: 9:00 am through 4:30 pm, including set-up time.

Sundays: Closed

Holidays: Closed

Scout Room

\$35.00 per hour

Madison Room

\$35.00 per hour

Mary Benjamin

\$35.00 per hour

CRB Room

\$35.00 per hour (Monday – Friday)

\$50.00 per hour (Saturday)

Setup time must be included in event rental. NO FREE SET UP TIME.

All renters must note a credit card number on the contract, no exceptions.

In case of a cancellation, your security deposit is NON-REFUNDABLE.

Last minute cancellations preclude rentals to another tenant. **Cancellations within 24 hours will result in you being charged half of the total rental**

Exclusion Dates

Please note that there will be **NO** scheduled events on days that the Comm is closed, and on dates surrounding Special Comm Events due to setup and scheduled events.

2012 Holiday Observance Schedule (Comm Closed)

Presidents Day	February 20
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Columbus Day	October 8
Veterans Day	November 12
Thanksgiving Day	November 22
Christmas	December 24 & 25

Special Events Schedule:

Valentines Day Workshop: *(Gym Closed)*
February 3 & 4, 2012

Blood Drive: *(Gym Reserved)*
March 3, 2012

Bunny Breakfast: *(All Rooms Reserved)*
March 23 & 24, 2012

House & Garden Show: *(All Rooms Reserved)*
April 26 – 29, 2012

Month of May:
GYM RESERVED

Antique Show: *(All Rooms Reserved)*
September 13-16, 2012

Family Halloween Party: *(Gym Closed)*
October 26 & 27, 2012

Artisans' Marketplace: *(All Rooms Reserved)*
November 15-18, 2012

Breakfast with Santa: *(Gym Closed)*
December 7 & 8, 2012

Waverly Community House, Inc.
Inclement Weather Policy

Addendum to Hourly Rental Contracts

The Comm may close the building in cases of extreme inclement weather for safety reasons.

When the Comm closes due to inclement weather, all scheduled events are cancelled and tenant has the option of rescheduling or receiving a full refund.

Comm staff will attempt to call you at the number you leave on your contract when it is determined that the building is closed. Tenant is also asked to do the following.

For Events on Weekdays:

Call the Comm offices on the day of the event to determine whether the building will remain open. Kindly call Shantel Subnaik (586-8191, extension 2) or the facilities manager, Joe Theis (586-8191, extension 4 or 909-8468) and leave your name and number if no one is available to take your call.

For Events on Saturdays or Sundays:

Call the Comm's main number (586-8191) and listen to the greeting. If the greeting says "The Comm is closed due to inclement weather," then your event is cancelled.

It is also the policy of the Waverly Community House, that if Abington Heights School District is delayed due to inclement weather, The Comm adheres to the same delays. If the Abington Heights School District is closed, call the Comm after 11:00 AM to determine whether the premises will be closed also.

Addendum to rental contract October 31, 2011