

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

There is a \$50.00 fee associated with this (must rent own bounce house)

TABLES/CHAIRS (Indicate # needed):

Tables** (8 ft rectangle—seats 8): _____ (14 in house)

Tables** (6 ft rectangle—seats 6): _____ (14 in house)

Tables** (3 ft card—seats 4): _____

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

ALL RENTALS INCLUDE 4 FREE TABLES AND 50 FREE CHAIRS.

****Additional tables are \$5 each**

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

ADDITIONAL EQUIPMENT*:**

Lectern: Yes No

Extension Cord: Yes No

Water Pitcher: Yes No

Easel: Yes No

Projector Screen: Yes No

Kitchen (\$100): Yes No

Microphone (\$25): Yes No

Piano (\$150): Yes No

of **extra** tables/chairs: _____ tables _____ chairs

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.

Total :\$ _____

****Please draw a diagram of the set up of tables and chairs on the next page***

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: _____

SEE RATES ATTACHED

My event is a Class "_____" Event.

Contract Amount: \$ _____ per hour

***Additional Charges: \$ _____

TOTAL: \$ _____

Deposit: \$ _____ Due: \$ _____

Date Paid in Full: ___/___/___ initials

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, hee-lies 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. The Comm reserves the right to apply increased rates for increased attendance.
20. 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.
21. 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.
22. 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 signing this document you are agreeing that you have read this contract in its entirety and you are agreeing to all the terms of this contract, including rental rates and policies.

By: _____
(Renter’s Signature)

Date: _____

By: _____
Executive Director’s Signature

Date: _____

2016/2017 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 3:30 pm, including set-up time.

Sundays: Closed

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 4:30 pm

**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 fully charged the total rental.** *The Comm reserves the right to apply increased rates for increased attendance.*

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.

2016/2017 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 3:30 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

\$50.00 per hour (Monday – Friday)

\$75.00 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 cancelations preclude rentals to another tenant. **Cancellations within 24 hours will result in you being fully charged the total rental.** *The Comm reserves the right to apply increased rates for increased attendance.*

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 of scheduled events.

2018 Holiday Observance Schedule (Comm Closed)

New Years Day	January 1
Presidents Day	February 19
Easter	April 1
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Thanksgiving Day	November 22
Christmas	December 25

Special Events Schedule:

Valentines Day Workshop: *(Gym Closed)*
February 10, 2018

Bunny Breakfast: *(All Rooms Reserved)*
March 23,24, 2018

Kitchen & Greenhouse Show: *(All Rooms Reserved)*
April 27– 28, 2018

Annual Meeting *(Gym Closed)*
June 4, 2018

Family Halloween Party: *(Gym Closed)*
October 26 & 27, 2018

Artisans' Marketplace: *(All Rooms Reserved)*
November 16, 17, 18, 2018

Breakfast with Santa: *(Gym Closed)*
December 7 & 8, 2018

Waverly Community House, Inc.

Inclement Weather Policy

Addendum to Hourly Rental Contracts

The Waverly Community House follows the Abington Heights School District inclement weather schedule. If Abington Heights is delayed due to snow, the Comm will open at 10am. If it is closed, the Comm is closed until 11 but may open at that time.

The Comm may close the building in cases of extreme inclement weather for safety reasons. Please keep this in mind as you schedule birthday parties and special events.

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 call you at the number you leave on your contract when it is determined that the building is closed. It is strongly suggested that tenant call the Comm offices on the day of the event to determine whether the building will remain open. Kindly call Kathy Wright at ext. 2 or the Comm's maintenance department at ext. 4 and leave your name and number if no one is available to take your call. When you call, listen to the message as it will be updated to report changes in the schedule.

House and Grounds Committee, Revised September 30, 2013