

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)

There is no charge for your half-hour set up time. Please note set up time listed below. Thank you.

Name: _____ Email: _____

Organization: _____

Address: _____ City _____ State _____ Zip _____

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

Purpose of Room Rental & Description of Activities: _____

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

Name of Caterer: _____ Name of Florist: _____

TABLES/CHAIRS (Indicate # needed):

Tables (8 ft rectangle—seats 8): _____ (17 available)
Tables (6 ft rectangle—seats 6): _____ (6 available)
Tables (5 ft round*—seats 8): _____ (11 available)
Tables (3 ft card—seats 4): _____
Chairs (max: 150**): _____ (only 50** available for delivery)
*round tables not available for delivery **add'l chairs must be rented from third party vendor

ADDITIONAL EQUIPMENT:

Lecturn:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Extension Cord:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Water Pitcher:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Easel:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Wastepaper Basket:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Microphone (\$25):	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Projector Screen:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Piano (\$150):	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Kitchen (\$100):	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Tent (\$200):	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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.

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

STAGE

CREDIT CARD: All lessees must leave credit card information for security deposit.
PAY BY CREDIT CARD? YES NO

Print Name as it appears on card: _____

Credit Card Number _____

Card type: __MasterCard __VISA Expiration Date: _____

Signature: _____

DO NOT WRITE IN THIS AREA
OFFICE USE ONLY

Contract Amount: _____

Deposit: _____

Additional Charges: _____

Balance: _____

Date Paid in Full: _____

Initials: _____

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

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 \$45 tuning fee); **microphone — \$25 per day; kitchen — \$100 per day and tent — \$200.** 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 a Renter a fee, secured by a credit card, if the space rented is not left in a clean and reasonable condition, if an event requires set up time by the Comm’s Maintenance Staff, or if there is damage to property.**
4. The Comm office must approve event set up plans. **One half hour of set-up time is included at no charge. If additional set up time is needed, the hourly rate will apply.** *No tape or nails on the walls! Decorations must be hung using sticky tack or painter’s tape. Plans for decorations must be cleared in advance.*
5. Smoking is not permitted in any of the rooms available for rent.
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, florists, catering companies, etc., 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 and volunteers 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

Revised: July 29, 2008

AUDITORIUM RENTAL RATES

EVENT	COST	COMMENTS*
<p>Class “A” Event <i>Expected attendance of 50 or more</i></p> <ul style="list-style-type: none"> Private ticketed event in auditorium or back lawn Wedding party 	<p><u>Up to 8 hours:</u> \$70/hr plus security deposit equal to rental</p> <p><u>8 hours or more:</u> \$1,000 (1 pm to 10 pm)</p>	<p>Four tables Additional Tables: \$5 each Chairs: \$.35 each <i>Allows for use of restrooms, lobby, canteen and stage.</i></p>
<p>Class “B” Event <i>Expected attendance of 50 or more</i></p> <ul style="list-style-type: none"> Private program or party 	<p><u>Hourly:</u> \$50/hr</p>	<p>Four tables Twenty chairs Additional Tables: \$5 each Chairs: \$.35 each</p>
<p>Class “C” Event <i>Expected attendance under 50</i></p> <ul style="list-style-type: none"> Private Ticketed Event or Program 	<p><u>Up to 8 hours:</u> \$50/hr</p> <p><u>8 hours or more:</u> \$1,000</p>	<p>Four tables</p>
<p>Class “D” Event Private Party or Program <i>Expected attendance under 50</i></p>	<p><u>Hourly:</u> \$30/hr</p>	<p>Four tables</p>
<p>Class “E” Event <ul style="list-style-type: none"> <i>Community Programs</i> </p>	<p>Two-hour minimum rental @ \$30/hr</p>	<p>Four tables</p>
<p>Class “AA” Event or Full Day <ul style="list-style-type: none"> <i>Monday through Friday 9:00 am to 5:00 pm</i> </p>	<p>\$800</p>	<p>Use of auditorium, lobby, canteen and North Wing.</p>

*Please refer to page 2, paragraph 1 for charges associated with renting additional equipment.

ROOM DIMENSIONS

ROOM	SIZE	COMMENTS
Lobby	13' 9" x 34'	
Auditorium/Gym	49' 4" x 33' 8" (2,118 sq ft)	a 10' x 11' alcove on each side
Stage	38' 7" x 27' 4"	stage lights and spotlight available
Kitchen	13' x 8' 6"	commercial refrigerator and ovens
Scout Room*	35' x 18'	all purpose room with linoleum floor
Scout Room Kitchen	14' x 10'	two stoves and a refrigerator
Madison Room	13' x 18'	
Family Room	19' x 14'	<i>Open to the public. Not available for rent.</i>
Constance Reynolds Belin Room*	36' 6" x 18'	carpeted, formal, parlor-style room
Activities Room	27' x 11' 5"	not available when the Attic Shop is operating
Canteen		refrigerator and microwave, café tables

*air conditioned