

BERKS HISTORY CENTER

HISTORICAL SOCIETY MUSEUM • HENRY JANSSEN LIBRARY

Phone 610-375-4375

940 Centre Avenue, Reading, PA 19601
www.berkshistory.org

Fax 610-375-4376

Berks History Center (BHC) Facility Rental Agreement

Applicant/Contact Name: _____

Company/Organization: _____

Address: _____

Work phone: _____ Home: _____ Cell: _____

Email: _____

Caterer Name (If Applicable): _____ Phone: _____
Will Alcohol be sold or served? _____ (see guidelines & restrictions below)

DATE OF USE: _____ Time: _____

People Expected: _____

Indicate nature of the event: _____
I.e.: Wedding/Reception/Party/Nonprofit/Member Meeting/Business/Government/Other (please describe)

Terms & General Rules

The BHC Rooms can be rented between 9AM and 10PM unless other arrangements are approved. Setup and cleanup outside the stated hours requires approval and may incur additional charges. To ensure access the day of the event, a BHC Staff Member will need to be present to gain access to the Facility. All events must be concluded at time agreed upon in writing by Renter and the BHC. All vendors, equipment, visitors and cleaning personnel must be out of the building by agreed upon time.

Renter is responsible for cleaning the rental space after use. Any damage during the rented timeframe is solely the responsibility of the renter. The BHC reserves the right to bill the renter for any damages. Please see attached cleaning checklist for a complete list of renter responsibilities.

BHC Rental Guidelines and Restrictions

1. If the event occurs during BHC normal operating hours, the Museum must be able to operate without interference and noise needs to be kept at a reasonable level.
2. The BHC is a NON-smoking facility.
3. Minor children are allowed to use the building with appropriate adult supervision.
4. NO pets. Service animals allowed.
5. Use involving the sale or serving of alcohol is regulated by the PA Liquor Control Board and Conditions and restrictions on the use of **alcoholic** beverages according to the City of Reading, PA and Berks County. Permits must be obtained by the renter or caterer if you are selling or serving alcohol.
6. No nails, tacks, adhesives, glues, 3M removable fasteners, or tape can be used on the walls, floors or trusses. Damage to the building will result in additional charges.

Exterior Signage & Advertisement All guidelines, conditions and restrictions according to the Centre Park Historic District and the City of Reading PA must be followed. Including: 1. No sandwich boards are allowed on sidewalks or streets. 2. No wind driven objects are allowed (ex. Balloons, windsocks, kites). 3. No signage that flashes, luminescent, fluorescent, or phosphorescent including day-glow and neon paints. 4. Temporary signs can be no larger than 24 square foot (ex. 3x8,2x12,4x6).

BHC Rental Fee Structure

Standard Facility Rental Rate

- Normal BHC Operating Hours = \$150 / hour (Normal Hours: Wednesday – Saturdays from 9am – 3pm)
- After BHC Hours (3pm +, Evenings, Week-ends) = \$200 / hour
- Holidays, Sundays, Mondays, Tuesdays (BHC Normally Closed) = \$ 250 / hour, 4 hour minimum

Non-Profit Rental Rate (Please submit verification of Non-Profit Status)

- Normal BHC Operating Hours = \$50 / hour (Normal Hours: Wednesday – Saturdays from 9am – 3pm)
- After BHC Hours (3pm +, Evenings, Week-ends) = \$100 / hour
- Holidays, Sundays, Mondays, Tuesdays (BHC Normally Closed) = \$ 125 / hour, 4 hour minimum

Sound System, Projector and Screen are available for use during Rental with prearranged agreement.

Security Deposit & Processing Fee

A combined **Security Deposit and Processing Fee** in the amount of \$100 must be received within 7 days of booking, or the reservation will be subject to cancellation. A nonrefundable \$50 processing fee applies to all non-member reservations. (The processing fee is waived for BHC members.) A refund of any unapplied funds will be mailed after the event provided the rental rooms are left clean and undamaged. Your refund will be mailed within 45 days after your reservation date. (Please refer to BHC Restrictions above and attached Maintenance Checklist.)

BHC Rental Application & Payment Schedule

Your **BHC Rental Application** must be submitted to and approved by the BHC Executive Director, Associate Director, Museum Curator, Archivist, or Education Curator.

For reservations made less than 6 months (180 days) prior to the event date, the rental fee is due in full at the time of booking in addition to the security deposit (see above). For reservations made more than 180 days (6 months) in advance of the event date, 50% of the rental fee is due at time of booking. The remaining balance is due 180 days prior to the event date. If full payment is not received within 10 days of the payment due date (refer to the schedule at the bottom of this page for applicable due dates), your reservation will be subject to cancellation.

By signing below, I acknowledge that I have read, understood and agree to the terms of this agreement and promise to adhere to the BHC rules and restrictions.

Signature of Applicant: _____ **Date:** _____

Approved by: _____ **Date:** _____

——— BHC Use Only ———

Payment Schedule Application Date: _____ Rental Fee: _____

Security Deposit Amount: _____ Due on: Received:

Rental Deposit Amount: _____ Due on: Received:

Final Payment Amount: _____ Due on: Received:

Cancellation Policy

To receive a full refund of the rental fee, your cancellation must be received either in writing or by phone **at least 6 months (180 days) prior to your reservation date**. Thereafter, a cancellation fee will be deducted from the hall rental refund on the following schedule:

Cancel on or before _____ for full refund (180 days)

Cancel on or before _____ for 75% refund (90-180 days)

Cancel on or before _____ for 50% refund (30-90 days)

Cancel after _____ 0% refund (less than 30 days)

BHC RENTAL MAINTENANCE CHECKLIST

RENTER NAME: _____ DATE of USE: _____

To receive your deposit refund, BHC staff will inspect the rental space after your event and check off that your group completed the following items. Cleaning supplies are located in the closet under the stairs. *Failure to complete the tasks below may result in reduction of your security/cleaning deposit refund.*

- _____ Personal & kitchen items removed
- _____ Food removed from refrigerator, freezer, stove, oven & microwave
- _____ Grass area & decks clear of garbage & decorating materials
- _____ Kitchen counters, stove and sink cleaned
- _____ Garbage in dumpster (if dumpster is full, place tied plastic bags in cans in kitchen)
- _____ Restrooms presentable and trash removed
- _____ Floors swept and mopped (please mop with cold water—**No soap**)
- _____ Tables & chairs cleaned & stored (stack chairs with padded seat *facing out*)
- _____ Doors and windows closed & locked

No issues / Damage / Garbage / Cleaning Neglected

Description of damage/other issues: _____

INSPECTED BY: _____ DATE/TIME: _____