



Butterfly Pavilion Rental Agreement

Name of Renter: _____ Date of Rental ____/____/____

E-mail Address: _____ Phone: _____

Time of Rental ____:____AM/PM to ____:____AM/PM Cell: _____

Address: _____

City: _____ State: _____ ZIP: _____

Pavilion will be roped off for the renter's use. The remainder of the facility is open to the public. Rental includes public access to the garden and flight house (in season).

Rules:

1. **No drugs permitted on the property at any time. NO EXCEPTIONS!**
2. **No alcohol permitted on the property at any time. NO EXCEPTIONS!**
3. **No fire pit rental.**
4. **No staples, pushpins or holes permitted in any surfaces.**
5. **No glass bottles.**
6. **No Glitter/Confetti. All balloon pieces must be placed in the trash.**
7. **Renter agrees to return the property to the original condition.**
8. **Renter agrees to parking only in designated areas.**
9. **Renter agrees to keep the noise levels to an acceptable level..**
10. **Renter understands they are renting a semi-private area, use of tables and chairs.**
11. **Renter agrees notification of cancelation must be received by the owner in writing, 7 days before the event. Deposit is non-refundable. If less than 14 days, the base cost is payable to the owner.**
12. **Renter understands the rental fee, rental time and additional fees. Renter agrees they will be charged for additional hour(s) if they do not abide by their agreement.**
13. **Renter agrees to be held responsible for any and all costs in the event that any damage to facilities, tables or chairs occurs as a result of willful, reckless or neglectful action by anyone associated with your event.**
14. **Renter may bring their own food. Approved caterers are permitted. Outside caterers will result in a \$2.00/plate charge added to the rental. See below.**
15. **Full rental cost is due 14 days prior to the event.**

Violators of any part of this agreement will be asked to leave the property immediately without any refund.

Renters supply: Table Cloths, Decorations and Paper Products.

RETURN OF SECURITY DEPOSIT: Upon Renter's completion of his/her obligations the Owner shall return to Renter the security deposit minus any amounts deemed necessary to repair damages inflicted upon the venue or cleaning of the venue by Renter and/or Renter's associates, guests, invitees, contractors, and all other persons whatsoever who enter the venue during the rental period. Deposit returned within 30 days.

LIABILITY: Renter will be liable for physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue, and shall indemnify and hold harmless the Owner

and affiliates against any and all legal actions which may arise from Renter's use of the venue. Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction.

TRASH: Renter will recycle all trash appropriately (Cans & plastic bottles in bin, burnable in one can and all other trash in the bagged can.) or remove the trash.

Pavilion Rental Options: 3 Hour includes setup and clean up. Item "B" below.

1. Saturday Available 10 AM to 3 PM	Up to 40 Guests	\$250.00*
2. Saturday Available 4 PM to 8 PM	Up to 40 Guests	\$500.00*
3. Sunday Available 1 PM to 5 PM	Up to 40 Guests	\$200.00*
4. Monday to Thursday (10 AM to 3 PM)	Up to 40 Guests	\$200.00*
5. Monday to Thursday (4 PM to 8 PM)	Up to 40 Guests	\$400.00*
6. Friday Available 11 AM to 3 PM	Up to 40 Guests	\$250.00*
7. Friday Available 4 PM to 9 PM	Up to 40 Guests	\$500.00*

Additional 1/2 hour of rental \$25.00

Tables and chairs (Your selection will be available for the event)
 Addition or removal of chairs/tables the day of the event is \$25.00

6' Round Table 15 Avail. Number required _____ x \$.50 = _____

4' Round Table 2 Avail. Number required _____ x \$.50 = _____

30" x 96" Table 2 Avail. Number required _____ x \$.50 = _____

30" x 60" Table 2 Avail. Number required _____ x \$.50 = _____

Chairs 250 Avail. Number required _____ x \$.25 = _____

Podium \$10 = _____

Sound System (security deposit \$50.00 added below) \$80 = _____

Total x Tax A _____ x 1.06 = _____

Pavilion Rental Cost from above B \$ _____

Total number in attendance(120 Max) _____ -40 = _____

1 -9 \$25, 11-20 \$50, 21-30 \$75, 31-40 \$100,
 41-50 \$125, 51-60 \$150, 61-70 \$175, 71-80 \$200 C \$ _____

Outside Catering per plate Same # Total as above X \$2.00 D \$ _____

\$50 Sound System Security Deposit E \$ _____

Total due A + B + C + D + E F \$ _____

Non-Refundable deposit G \$40.00

\$50 Security Deposit H \$50.00

Total due at booking G + H I \$90.00

Total due before event F - G J \$ _____

Date Balance is due ____ / ____ / _____

Option(s) selected:

Item # Day of the week Date
_____ / _____ / _____

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

Renter's Signature, Date <hr/>	Owner's Signature, Date <hr/>
Printed Name	Printed Name

Rental is not confirmed until the deposit and form are received and the form is signed by the Owner and a copy returned to the Renter.

David & Joan Folk, 175 Shaffer Road, Nescopeck PA 18635 570-394-7298.

Date security deposit returned ____/____/____ Check # _____

Venmo Name _____

Approved Catering / Food Vendors

Two Dippy Sisters

570-479-3820 or 570-394-7130
Parties from 20 to 175

The Blind Pig

sarah@blindpigkitchen.com

570-784-2656

More vendors are currently pending and will be added soon.

Helpful Providers

Cakes

Linda Hill

hillshome2@icloud.com

www.lindalouscakesandcandies.com

DJ

D Lights & Sounds

570-406-8866