

**The Bricker House Rental Agreement  
Information Page**

325 Hummel Avenue, Lemoyne, PA 17043  
717-763-1640

[www.brickerhouse.com](http://www.brickerhouse.com)

email: [bdmusselman@verizon.net](mailto:bdmusselman@verizon.net)

**WE ACCEPT ALL MAJOR CREDIT CARDS**

Today's Date \_\_\_\_\_

Rental Date \_\_\_\_\_

Name of Renter \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Phone \_\_\_\_\_ / \_\_\_\_\_

Name of Organization (if applicable) \_\_\_\_\_

Contact Person \_\_\_\_\_

Type of Event:

Wedding   
Reception

Dinner   
Other

Briefly describe the event: \_\_\_\_\_

Number of Guests \_\_\_\_\_

**Room settings requested:**

Number of tables needed \_\_\_\_\_

Number of chairs needed \_\_\_\_\_

1. Rounds of 6 \_\_\_\_\_ Squares of 4 \_\_\_\_\_ Buffet \_\_\_\_\_ Conference \_\_\_\_\_ Family Style \_\_\_\_\_

Hours Requested:

Start Time

End Time

Set-up:

Event:

Cleanup:

TOTAL HOURS

**All personnel and guests must be off premises by 12:00a.m., or at the end of the rental period, whichever comes first.**

Home owner's Insurance Policy# \_\_\_\_\_ (Non-Commercial Renters)

Commercial Renter Insurance Policy#(s) \_\_\_\_\_

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***The Bricker House Rental Agreement  
Policies and Prices***

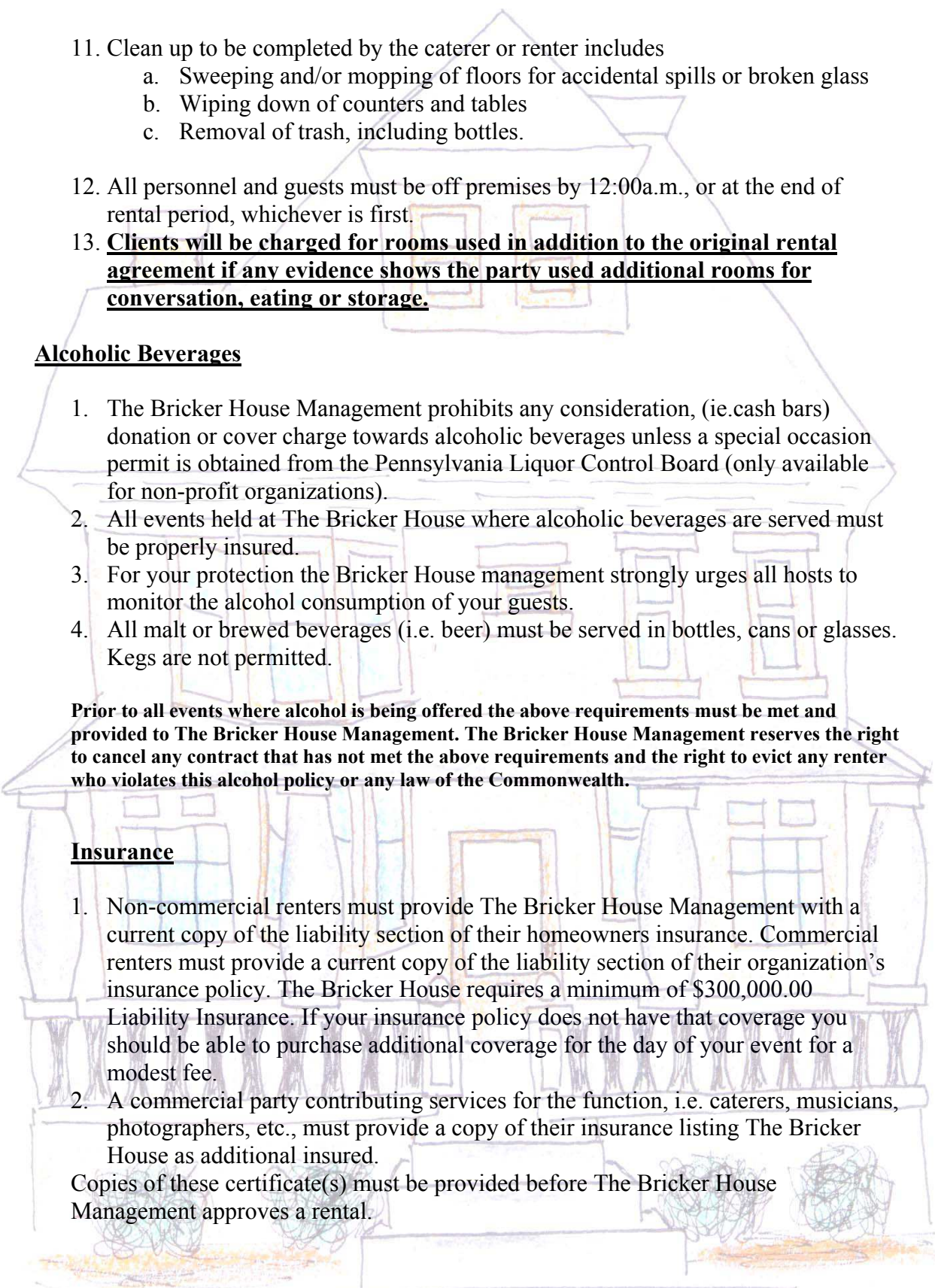
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**Rules and Regulations**

1. Care is to be taken to ensure that all guests treat The Bricker House and its contents with the utmost care and respect. No event held at The Bricker House must cause disruption of the site or endanger the public, participants or staff.
2. Second – party rental of The Bricker House and caterer rentals on behalf of third parties are not permitted.
3. Smoking is prohibited inside The Bricker House. If smoking outside, smoking debris such as cigarette butts must be deposited in appropriate receptacles. The Bricker House Management has the right to evict offenders.
4. Food Preparation must be done off premises.
5. Nothing shall be done that causes risk of fire or that would jeopardize insurance coverage on The Bricker House or its contents. The Bricker House Management must approve the use of any flames or electrical equipment.
6. All decorations are subject to approval by The Bricker House Management. Nails or screws or any other devices, which cause permanent damage to The Bricker House, cannot be used to place decorations on any part of The Bricker House. **We do not allow the use of confetti and glitter. Using confetti and glitter creates additional cleaning work.**
7. Renters will have the opportunity to rent dishes, eating utensils, tablecloths, napkins, etc.
8. Set-up times must be arranged with The Bricker House Management. All deliveries and pick-ups of function supplies will be made during scheduled function hours or by appointment with The Bricker House Management.
9. Excessive noise, profanity, or unruly behavior of any sort, including drunkenness, are prohibited. The Bricker House Management has the right to evict offenders.
10. No one is allowed on the second floor of The Bricker House.

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11. Clean up to be completed by the caterer or renter includes
    - a. Sweeping and/or mopping of floors for accidental spills or broken glass
    - b. Wiping down of counters and tables
    - c. Removal of trash, including bottles.
  12. All personnel and guests must be off premises by 12:00a.m., or at the end of rental period, whichever is first.
  13. **Clients will be charged for rooms used in addition to the original rental agreement if any evidence shows the party used additional rooms for conversation, eating or storage.**

### **Alcoholic Beverages**

1. The Bricker House Management prohibits any consideration, (ie.cash bars) donation or cover charge towards alcoholic beverages unless a special occasion permit is obtained from the Pennsylvania Liquor Control Board (only available for non-profit organizations).
2. All events held at The Bricker House where alcoholic beverages are served must be properly insured.
3. For your protection the Bricker House management strongly urges all hosts to monitor the alcohol consumption of your guests.
4. All malt or brewed beverages (i.e. beer) must be served in bottles, cans or glasses. Kegs are not permitted.

**Prior to all events where alcohol is being offered the above requirements must be met and provided to The Bricker House Management. The Bricker House Management reserves the right to cancel any contract that has not met the above requirements and the right to evict any renter who violates this alcohol policy or any law of the Commonwealth.**

### **Insurance**

1. Non-commercial renters must provide The Bricker House Management with a current copy of the liability section of their homeowners insurance. Commercial renters must provide a current copy of the liability section of their organization's insurance policy. The Bricker House requires a minimum of \$300,000.00 Liability Insurance. If your insurance policy does not have that coverage you should be able to purchase additional coverage for the day of your event for a modest fee.
2. A commercial party contributing services for the function, i.e. caterers, musicians, photographers, etc., must provide a copy of their insurance listing The Bricker House as additional insured.

Copies of these certificate(s) must be provided before The Bricker House Management approves a rental.



## Capacity

TOTAL OCCUPANTS: 125 persons, 75 persons seated at tables of 6

**\*Tables can be adapted to conference/family dining arrangement. The Bricker House Management will provide seating for up to 75 persons. Additional seating, tables and equipment must be provided through caterer or another outside source approved by The Bricker House Management.**

**\*\* The Bricker House Management reserves the right to determine if these occupant loads are appropriate for each renter based on the type of event and layout of each room.**

## Prices

**Our prices vary based on room selection, services and amenities provided, length of time, season and day(s) of the week requested.**

1. Rental fee (\$575)- Price includes use of tables and chairs, setup and clean up.
2. Linen rental is \$7/tablecloth
3. Rental of china glassware, flatware, serving pieces and linen-like napkins is \$2/person. Management cleans all wares.
4. Rental time begins when any person (caterer, photographer, florist, guests, etc.) involved with your event arrives and ends when the last person involved with your event leaves.

## Payment

- A. In order to secure your specific date, one half of the entire rental price will be due at the signing of the rental agreement when your event is added to The Bricker House Calendar.
- B. Payment in full is due four weeks prior to your event.
- C. Charges for additional rental items, if any, will be collected at the end of your event.

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**Security Deposit**

- D. In addition to the Rental Deposit a Security Deposit will be required at the time of the rental agreement and will be required at the time of the rental agreement and will be the full amount of the rental price.
- E. The check written for the security deposit will be returned to the renter after the function is held.
  - **The Bricker House Management reserves the right to deduct any costs of damages and additional cleaning services incurred during function.**

**Cancellations**

- A. One half of the rental payment is non-refundable if the event is cancelled less than one month prior to the event. Check written for Security Deposit will be returned.

Please provide the name, address and telephone number of the following personnel for your event:

Caterer \_\_\_\_\_ Insurance# \_\_\_\_\_

Florist \_\_\_\_\_ Insurance# \_\_\_\_\_

Musician(s) \_\_\_\_\_ Insurance# \_\_\_\_\_

Other \_\_\_\_\_ Insurance# \_\_\_\_\_

Signature Next Page

I have read the attached Prices and Policies, including the rules and regulations, associated with the rental of The Bricker House and by signing this agreement; I agree to follow these rules. Furthermore, I agree that the above information provides an accurate description of the planned event. I agree that if there are violations of this agreement, I will forfeit all fees paid to The Bricker House Management and vacate the property immediately upon request of a Bricker House Management representative. As the renter, I assume full responsibility for any damages to persons or property caused by me or my guests/vendors and agree to pay to The Bricker House Management any such damages immediately upon demand. I also agree to indemnify and hold The Bricker House Management harmless from any damage or claims that arise from the rental and use of The Bricker House by me or by my guests/vendors.

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Renter's Signature

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Date

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Bricker House Representative

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Date

Please email the completed agreement to [bdmusselman@verizon.net](mailto:bdmusselman@verizon.net)

A signed copy of the signature page should either be scanned and emailed or mailed to The Bricker House, 325 Hummel Avenue, Lemoyne, PA 17043.