



**THE CIVIC CLUB OF HARRISBURG (TCCH)
RENTAL AGREEMENT**

Mailing Address

P.O. Box 61407
Harrisburg, PA 17106-1407

Location Address

612 North Front Street
Harrisburg, PA 17101

Event Date _____ Date of Agreement _____

Renter Name (print) _____ Organization (if applicable) _____

Street Address _____ City _____ State _____ Zip Code _____

Telephone: _____ Fax: _____ Email: _____

Nature of Event _____ # of Guests _____ (See policy #14) Start time _____ End Time _____

SELECT CATERER: Name _____ Contact Person _____

EVENT PLANNER _____

Email: _____ Telephone: _____

Renter hereby agrees to rent TCCH on the referenced date subject to the following terms including those as to timely deposits and payments:

Weekend Rental Fee for Fridays, Saturdays, and Sundays:

- \$ 3,350 Saturdays in May to October
- \$ 2,700 Fridays after 5:00 p.m. and Sundays in May to October
- \$ 2,400 Saturdays in November to April
- \$ 1,800 Fridays after 5:00 p.m. and Sundays in November to April
- \$ 200 Each additional hour beyond five (5) hours at anytime
- \$ 650 Ceremony Site/Garden Rental (Rehearsal date must be pre-approved)
Fee allows for an additional hour to total rental time
- \$ 750 Garden Wedding only (building facilities open)

A MAXIMUM OF FIVE (5) HOURS IS INCLUDED IN WEEKEND RENTAL FEE

ALL EVENTS MUST END BY 12:00 A.M. UNLESS PRIOR WRITTEN APPROVAL BY TCCH IS REQUESTED AND RECEIVED.

Weekday Rental Fee for Monday through Friday:

\$750 all year

\$200 each additional hour beyond 4:00 p.m. to 12:00 a.m.

\$250 - \$750 Comprehensive any weekday rental for TCCH Partners*

A MAXIMUM OF FOUR (4) HOURS INCLUDED IN WEEKDAY RENTAL FEE (between 7 a.m. & 4 p.m.)

* "Partners" are defined by specific Civic Club membership categories and includes community organizations with which TCCH "partners" in sponsoring specific events as determined by TCCH.

Cancellation Charge: In the event of a rental cancellation, advance written notice of at least thirty (30) days by renter to TCCH is required. All payments as indicated below prior to cancellation for any reason will be retained by TCCH, including the Security Deposit.

Security Deposit: A security deposit of \$500 is required for each rental refundable after the event if there are no damages. The security deposit will be used to cover any costs of damages incurred as a result of Renter's use of the facility. If costs or damages exceed security deposit, renter will also be responsible for additional charges. The security deposit, less any costs for damages, will be returned to the Renter after inspection of the facility by TCCH and a review of charges, usually within four (4) weeks after the event. It is the renter's responsibility to keep TCCH informed of any address changes following the event at TCCH under this Agreement for the purposes of a refunded security deposit or additional costs.

Event Insurance: As set forth below by TCCH with the indicated checks, the Renter may be requested to provide written proof of event insurance and/or "Liquor Liability" insurance naming TCCH as an additional insured with first deposit payment as set forth below as required by this Agreement or in advance of the event as specified by TCCH as a condition of the effectiveness of the Agreement. Failure to provide evidence of such event insurance when required by TCCH shall void the Agreement.

TCCH requires event insurance: CHECK:

TCCH require Liquor Liability Insurance CHECK:

WITH THE FIRST DEPOSIT: CHECK:

____ DAYS PRIOR TO THE EVENT: CHECK:

Acceptable Methods of Payment: Renter may make required payments under this Agreement by cash, personal check, business check, credit card (Visa, Master Card, Discover and American Express) or debit card. (A 5% processing fee will be added to each credit card and debit card transaction)

Late fees & Insufficient Funds: TCCH reserves the right to charge a \$100 late fee for payments not received as set forth in the payment terms below. A \$50 fee will be assessed on all returned checks for insufficient funds or stop payment. If payments are to be made by credit or debit card, the Renter will supply TCCH with a credit or debit card authorization upon execution of the Agreement for the security deposit and all payments or fees under this Agreement which payment will be drawn by TCCH on the due date unless the Agreement has been cancelled in writing by the Renter prior to the payment due date.

Payment Terms:

PLEASE NOTE: ALL DEPOSITS AND PAYMENTS MADE ARE NON-REFUNDABLE AND NON-TRANSFERABLE TO ANOTHER TCCH EVENT OR RENTAL WITHOUT EXPRESS WRITTEN APPROVAL BY TCCH.

THE SECURITY DEPOSIT AND ONE-HALF OF THE RENTAL FEE SET FORTH ABOVE IS DUE UPON SIGNING THE AGREEMENT. THE BALANCE OF THE RENTAL FEE IS DUE THIRTY (30) DAYS PRIOR TO THE EVENT.

TO RESERVE THE INDICATED DATE, PLEASE SIGN THE RENTAL AGREEMENT AND RETURN IT ALONG WITH TWO CHECKS – (1) FOR THE SECURITY DEPOSIT AND (2) FOR HALF OF THE NON-REFUNDABLE RENTAL FEE OR BY CREDIT CARD. A 5% PROCESSING FEE WILL BE CHARGED FOR ALL CREDIT CARD TRANSACTIONS. SEND INFORMATION INCLUDING NECESSARY AUTHORIZATIONS FOR THOSE PAYMENTS AND SUBSEQUENT PAYMENTS DUE OR FEES TO:

The Civic Club of Harrisburg
P.O. Box 61407
Harrisburg, PA 17106-1407

THIS AGREEMENT IS NOT BINDING UNTIL SIGNED BY TCCH AND RETURNED TO YOU. A COPY OF THIS SIGNED AGREEMENT WILL BE RETURNED TO YOU UPON ACCEPTANCE BY TCCH AND VERIFICATION OF PAYMENT BY CHECK OR AUTHORIZED CREDIT OR DEBIT CARD AS SET FORTH UNDER THE AGREED UPON PAYMENTS SCHEDULE ABOVE. NO RENTAL AGREEMENT IS VALID AND EFFECTIVE UNTIL YOU RECEIVE A COPY SIGNED BY TCCH. ALL INQUIRIES AND QUESTIONS CAN BE DIRECTED TO TREASURER, AT civicclubhbg@gmail.com OR (717) 234-6736.

RENTER’S AGREEMENT AS TO TERMS AND PAYMENTS:

Please initial below.

	AMOUNT	DATE DUE
_____ Security Deposit	\$500	_____
_____ Rental Fee and Additional Hours Fee	\$ _____	_____
_____ Ceremony Site/Garden Fee		_____
_____ Credit Card Fee (5%)		_____
_____ TOTAL DUE	\$ _____	_____

Deposit Due – Please send two checks
(50% of total rental + Security Deposit) \$ _____

BALANCE DUE THIRTY (30) DAYS PRIOR TO EVENT: \$ _____

RENTER’S SIGNATURE: _____ DATE: _____

FOR TCCH: _____ DATE: _____

BY: _____

The Civic Club of Harrisburg Rental Policies

(Please retain these policies and procedures for your information.)

The Civic Club of Harrisburg's ("TCCH") is located in the historic riverside mansion, "Overlook", which was originally home to Virginia and William Reynolds Fleming. TCCH has maintained this property since it was deeded to TCCH in 1914. TCCH asks that your use of the building and grounds are respectful and considerate of its historic value and place in our community.

RENTER: Please initial at each numbered section

_____ 1. Renter agrees that any event held at TCCH shall maintain and respect the historic integrity of the premises so as not to cause disruption to the site or its operations, and to protect those who use the premises including invited guests, serve vendors and caterers, and the TCCH staff.

_____ 2. Attendees at any event must be by invitation of the renter. Children under the age of 12 must be supervised by an adult at all times. TCCH will not be responsible for the care or supervision of children.

_____ 3. Smoking is prohibited inside the premises. There are designated outside areas. All smoking debris, such as cigarette butts, must be deposited in appropriate receptacles provided outside the facility. No butts may be thrown on the premises or grounds. **A minimum \$100 clean-up fee will be assessed by TCCH based on the damages or actual clean-up costs for any non-compliance with this provision.**

_____ 4. All decorations at any event are subject to approval by TCCH or its designees including, but not limited to candles, floral arrangements, draping, tenting, staging and up lighting, etc. Decorations may not compromise the integrity of premises in the reasonable judgment of TCCH. No furniture, objects or exhibits belonging to TCCH within the premises may be used, moved or removed without advance approval from TCCH or its designee.

No decorations may be affixed to any surface of the premises interior or exterior. Confetti, glitter, bubbles, open flame, and similar items are prohibited. All decorations must be removed after the conclusion of the event consistent with the removal of all of the renter's and the caterer's property as set forth at Section 3 of the caterer's policies attached.

_____ 5. Soliciting, excessive noises, profanity, illegal or unruly behavior of any sort, including drunkenness, are prohibited. TCCH designees or representatives have the right to evict offenders, and the entire party, if any parts of the Rental Agreement or these policies are violated.

The renter is responsible for the conduct of all persons in attendance and for any damages incurred to 'Overlook' property, artifacts, rented items or its guests by individuals associated with or representing the group's organization.

_____ 6. Renters must use a TCCH Select Caterer to provide catering for events unless another caterer meets requirements and is approved by TCCH and renter and caterer must follow the attached policies for such Caterers.

_____ 7. All deliveries and pick-up of function supplies by renter or caterer as set forth below must be made during agreed upon scheduled set-up and event hours or by appointment with TCCH or designees.

_____ 8. **TCCH and Renter must strictly follow all PA Liquor Control Board ("PLCB") laws and regulations.** Renter must provide evidence of a currently effective liquor license or special event license for all events at which liquor, beer or wine will be served and as a condition of the rental agreement for such event. A cash bar is not permitted. Renter and its Caterer are responsible for ensuring all alcoholic beverage servers are properly licensed and insured and in full compliance with PA liquor laws. No beer kegs are or "self-service" of alcohol is permitted.

_____ 9. TCCH reserves the right to request Certificate of Insurance from all service providers (e.g., DJ's, sound technicians and musicians.)

_____10. Throwing rice, confetti, birdseed or similar items is **prohibited**.

_____11. Renter acknowledges that TCCH facility is not ADA-approved as to its rest rooms due to historical features.

_____12. Renters acknowledge that TCCH is not responsible for any activities beyond the TCCH facility or outside the garden wall.

_____13. No renter or its caterer as set forth below will be permitted on the premises within twenty-four (24) hours before or after another caterer or event without prior written TCCH approval.

_____14. TCCH notes and renter acknowledges its capacity for various types of events and numbers of guests and cites by way of example:

Main Ballroom sit-down dinner	135-150	15 tables of 10/head table on stage
Main Ballroom station buffets	120-134	12 tables of 10/head table on stage
First Floor and Main Ballroom utilized cocktail style	250+	

_____15. No parking at "Overlook". It is the responsibility of the renter and renter's guests to find parking in surrounding areas.

_____16. Any photographs of any sort at renter's event which are published, including all social media must credit "Overlook", The Civic Club of Harrisburg.

_____17. TCCH reserves the right to refuse or cancel any prospective rental request or confirmed booking which, at its sole and reasonable discretion, is considered inappropriate or inconsistent with the mission or reputation of TCCH however consistent with all applicable laws as to reasonable accommodation and equality.

_____18. TCCH reserves the right to enter the premises during any event to inspect, and monitor all events such as meetings, banquets and receptions in order to assure reasonable compliance with our policies and applicable laws.

_____19. Personal property of any guest brought onto the premises of "Overlook" shall be at the sole risk and responsibility of the guest. TCCH will not be liable for loss or damage to any such property for any reason whatsoever.

_____20. If for any reason beyond the control of TCCH, including but not limited to strikes, labor disputes, accidents, government requisitions, restriction or regulation on travel, hotel operation, commodities or supplies, acts of war, or Acts of God, TCCH is unable to perform its obligations under this agreement, such non-performance is excused and TCCH may terminate this agreement without further liability of any nature, except that TCCH shall return to you all deposits paid by you to TCCH under this agreement in the event of such non-performance and termination unless TCCH was unable to perform as a result of the act or omission of you and any of your agents, contractors or employees.

_____21. TCCH is not responsible and renter will be responsible for payment for services or supplies to any other vendor or service provider such as a caterer, florist, musician, etc. and renter shall be fully responsible to such vendors for any missing or damaged equipment.

POLICIES AND PROCEDURES FOR SELECTED CATERERS MUST ALSO BE ADHERED TO BY RENTER

1. Caterer may show or to “walk through premises” with prospective clients who seek to use the premises with the caterer’s services, but must notify TCCH in advance no later than three (3) days prior to scheduled showing and with the written approval of TCCH. TCCH will designate an individual for such advance approvals and scheduling. (Special circumstances will be accommodated when possible as to shorter advance notice and approval.)
2. All rental agreements for the use of the premises will be directly with the caterer and/or jointly with the third or other party who is engaging the caterer for an event at Overlook. Such agreements for events on the premises will be in writing in the form attached to these policies and procedures and shall be effective only when executed by all parties as applicable – to include the caterer, renter and TCCH.
3. Caterer will not be permitted to enter the premises within a twenty four (24) hour period before or after use of the premises by another caterer or without specific TCCH approval. Sequential events must be scheduled with the approval of TCCH to accommodate needs of such sequential renters and caterers. Preparations and set-up for an event may not ordinarily occur more than three (3) hours before the scheduled start of the event. Upon request and advance written approval by TCCH, set-up by the renter and/or caterer may begin earlier than three (3) hours before the event. Set-up time for decoration is based on availability and must be pre-arranged and confirmed two (2) weeks prior to the event. If decoration and/or set-up are required the day before or the morning of the event, a full room rental fee may be assessed. Set-up times must be arranged with TCCH representative as set for above as to showing the premises.
4. A certificate of insurance under a policy which provides general liability coverage for at least \$1,000,000, with TCCH listed as “additional insured” covering the date of event must be presented at signing of each rental contract or, if a caterer signs a term agreement for all events for a period of up to one (1) year, such caterer must provide proof of such coverage initially advance of the first event and upon request of TCCH thereafter as to each event. In the unlikely event that any damages should occur to the premises as a result of the acts or omissions of your attendees or guests, you agree to assume responsibility for such damages and any costs associated with them.
5. Caterer must provide evidence of a currently effective liquor license or special event license for all events at which liquor, beer or wine will be served and as a condition of the rental agreement for such event. A cash bar is not permitted. Caterer is responsible for ensuring all alcoholic beverage servers are properly licensed and insured and in full compliance with PA liquor laws. No beer kegs are or “self-service” of alcohol is permitted.
6. Caterer will not permit excessive consumption of alcoholic beverages as public drunkenness is prohibited, as is unruly, destructive or violent behavior of any sort. Caterer shall be responsible to avoid and control any such behavior on the premises and must notify TCCH representative, who has the right to evict the offenders and the entire party, if this provision or and other parts of the Rental Agreement or these policies are violated.
7. Smoking is prohibited inside the premises. There are designated outside areas. All smoking debris, such as cigarette butts, must be deposited in appropriate receptacles provided outside the facility. No butts may be thrown on the grounds. **A minimum \$100 clean-up fee will be assessed by TCCH based on the damages or actual clean-up costs for any non-compliance with this provision.**
8. TCCH reserves the right to refuse or cancel any prospective rental request or confirmed booking which, at its sole and reasonable discretion, is considered inappropriate or inconsistent with the mission or reputation of TCCH however consistent with all applicable laws as to reasonable accommodation and equality.

9. TCCH reserves the right to enter the premises during any event to inspect, and monitor all events such as meetings, banquets and receptions in order to assure reasonable compliance with our policies and applicable laws.
10. The premises will be locked and alarmed by TCCH after each event and/or by arrangement with caterer or renter.
11. Caterers are required to maintain an annual \$100 membership with TCCH as a condition of being a selected caterer.
12. Caterers and their personnel on the premises will use their cell phones for outside calls unless there is an emergency requiring use of the TCCH telephone. In the event the TCCH telephone is used, the caterer will be responsible for and billed for all calls made during the caterer's presence on the premises.
13. All caterer deliveries and pick-up of event items and supplies must be made during agreed upon scheduled set-up and event hours or by appointment with TCCH or its designee. Cones are provided for unloading and loading materials from vehicles. Only Front Street door and back door in Kitchen will be used. The doors of the house (off the porch) will not be used except for the entry of guests. Caterers are permitted the use of all stairs except the front stairs leading from the foyer on the first floor to the ballroom on the second floor. No one is permitted on the third floor or attic of the premises at any time.
14. TCCH is not responsible and caterer or renter will be responsible for payment for services or supplies to any other vendor or service provider such as another sub-caterer, florist, musician, etc. and caterer shall be fully responsible to such vendors for any missing or damaged equipment.
15. Caterer and/or renter will be responsible for orderly maintenance during each event and post event clean-up and will return the premises to its original condition prior to event. Specifically, caterer will not close pocket doors by piano on the first floor as major damage will result and, if such doors are closed or moved, a repair and restoration fee will be assessed. Caterer will not place food or drinks on the TCCH pianos.

Post-event clean-up includes but is not limited to:

- Removal of spills of foods and liquids immediately due to potential damage to the floor finishes.
- Sweeping of all rooms used.
- Redressing tables as appropriate.
- Mopping of kitchen floors.
- Wiping down tables and counters in kitchens, including the dumb waiter.
- Removal of trash including bottles from the premises
- Removal of all items brought into the premises including but not limited to flowers, candles, gifts, and alcohol, rented items such as plates and stemware, flatware, linens, AV equipment and chairs unless otherwise agreed upon in advance in writing by TCCH or its designee.
- Provision of adequate staff to clean the event and catering area.
- Supplying their approved cleaning materials, brooms, mops, buckets, trash bags, etc.

Caterers are not to dump any materials or leftover food (including ice) onto any part of the "Overlook" grounds including the riverfront area.

16. Caterer will use TCCH logo, address and Web link in all their advertising including social media as an option for its customers.
17. A "Caterer's Orientation" will be scheduled upon the mutual signing of the attached agreement prior to final approval and selection of the caterer by TCCH.

18. Personal property of any guest at any event at which the caterer provides services brought onto the premises shall be at the sole risk and responsibility of the guest. TCCH will not be liable for loss or damage to any such property for any reason whatsoever.
19. Caterer and all service providers will enter premises by the front (Front Street) or rear kitchen door. No caterer will use the stair/chair lift for transporting food or any other purpose as such; lift is for the exclusive use of guests.
20. TCCH notes and caterer acknowledges the maximum capacity for various types of events and the maximum numbers of guests as follows:

Main Ballroom “sit-down” dinner	135-150	15 tables of 10/head table on stage
Main Ballroom “station buffets”	120-134	12 tables of 10/head table on stage
First Floor and Main Ballroom “stand up cocktail style”		250+
21. No parking by the caterer is permitted on the ‘Overlook’ grounds. It is the responsibility of the caterer/renter to find parking in surrounding areas.
22. All decorations at any event are subject to approval by TCCH or its designees including, but not limited to candles, floral arrangements, draping, tenting, staging and up lighting, etc. Decorations may not compromise the integrity of premises in the reasonable judgment of TCCH. No furniture, objects or exhibits belonging to TCCH within the premises may be used, moved or removed without advance approval from TCCH or its designee.

 No decorations may be affixed to any surface of the premises interior or exterior. Confetti, glitter, bubbles, open flame, and similar items are prohibited. All decorations must be removed after the conclusion of the event consistent with the removal of all of the caterer’s property as set forth at Section 3 above.
23. Do not close the pocket doors by the piano. Major damage will result. A repair and restoration fee will be assessed.

The application and agreement is attached and these policies and procedures are incorporated herein.

Thank you for agreeing to and complying with these policies and helping us maintain our historic site.

The Civic Club of Harrisburg