

Events on 61

Agreement and Policies and Procedures

Events on 61 has space available for rent for private social events. Understand that the property is only partially furnished and has rules and regulations that must be followed. Events on 61 reserves the right to decline an event application should the event be deemed inappropriate and or ill-suited for the space.

Capacity

Occupancy cannot at any time exceed 48.

Scheduling

You must be 21 years of age to reserve our event space and must be present for the event. **ID IS REQUIRED when signing the contract.** To confirm a reservation of the event space the client will pay a non-refundable rental deposit when returning a copy of this signed reservation contract. **The remaining balance MUST be received no later than 14 days prior to the event.** **Events on 61 reserves the right to cancel the event and retain the rental deposit and/or charge a late fee, should client fail to meet the payment obligations as noted herein.**

Cancellation

In the event that the client cancels the event, all fees, with the exception of the rental deposit, will be returned. If the event is canceled due to management of the venue all fees and the rental deposit will be returned. Should the event need to be rescheduled additional fees may be required.

General Use

Organizations and individuals using the space do so at their own risk. The client is responsible for the use of the space and for the actions of their guests. **Children under the age of 12 may not be left unattended at any time.** Organizations and individuals using the space must observe public accommodation provisions of the Pennsylvania Human Relations Act under which it is "unlawful to discriminate against any person in full use and enjoyment of such public accommodation on the basis of race, color, religion, sex, ancestry, nationality, disability or use of guide or support animals due to blindness, deafness, or physical handicap or because the user is a handler or trainer of guide or support animals."

Food Prep Area/Caterers

Caterer of choice is welcome. The client may use any available refrigerator, freezer, microwave, counter space, and sinks. **Cleanup is required at the end of event time.** Client may choose his/her own caterer or bring his/her own food. Caterers must submit a copy of their current county eating and drinking establishment license or equivalent, and certificate of insurance showing coverage for liability (property and bodily injury) prior to the event. If they are new to the venue, they must visit prior to the event. Suggested caterers are also available.

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Furniture Arrangement/Equipment

Client is welcome to move, add, or take down tables and chairs upon arrival. For an additional fee Events on 61 staff will provide setup. Otherwise, the client must leave the room as per the instructions on the cleaning checklist we provided to you.

Clean Up/Trash Removal

Client is responsible to thoroughly clean all counters, tabletops, and chairs, sweep & mop all floors, and remove all trash. We will provide 1 extra bag in each trashcan. We do recommend you bring a few extra trash bags. **** PLEASE DO NOT DRAG TRASH BAGS ACROSS THE HALLWAY CARPET AND DO NOT BRING THE OUTSIDE TRASHCANS INSIDE ****. *If leaking trash bags are dragged across the carpet leaving stains, there will be a deduction for carpet cleaning taken from the cleaning deposit.*

Events on 61 will collect a \$175 refundable clean-up/trash removal deposit, which is due no later than 14 days prior to the event. Events on 61 will charge client for clean-up/trash removal at a rate of \$75/hour should the client not sufficiently clean the facilities post-event. Events on 61 will deduct such clean-up fees from this deposit. If the \$175 deposit does not fully cover the work required to complete the clean-up, client will be responsible for any additional balance.

Time & Set Up & Clean Up

When reserving your time slot please take into consideration the time needed for vendor setup (caterers, DJs, etc.), arranging the tables, and to do any decorating. The package you purchase includes your set up/decorating, event and clean up time. Any additional time for set up is charged at a rate of \$80/hour. We allow you up to 1.5 hours the evening before your event (**if the hall is not rented**) to drop off food, drinks, decorations and set up your tables. The time that you may come will be provided to you in the week of your event. Please have your guests/vendors depart 1 hour prior to the conclusion of your allotted rental time so you can clean up. We do allow 5 people maximum to stay and help you clean up. However, the party must end, and all other guests depart 1 hour prior. **if more than 5 guests plus yourself are still in the building beyond this time, you will forfeit your full \$175 rental deposit.**

Restrictions

NO confetti filled balloons, NO table confetti, NO glitter, NO tape or tacks on the walls, NO open flames, NO hookahs, NO smoke machines, NO alcohol inside or outside the building. NO smoking/vaping inside the building. Music must be kept at a level that cannot be heard from outside. No congregating in the front of the building. There is a side parking lot for you to use. **If you go outside to smoke, DO NOT THROW CIGARETTE BUTTS IN THE PARKING LOT!! Use the small receptacle provided in the parking lot. Do not leave trash in the parking lot.**

Disclaimers

Events on 61 is not responsible for damage to, or theft of, equipment used or left behind. Events on 61 will notify the client of any equipment left behind and will allow 15 days for its retrieval. After 15 days the items will be disposed of at the discretion of Events on 61. Events

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on 61 reserves the right to revoke permission granted to organizations and individuals or use of space due to the previous event rental and breach of contract.

No owner, manager, or employee of Events on 61 shall be liable to any group, organization or person attending an event. Client and any group, organization, or person jointly and severally hereby agree to and shall indemnify and hold harmless Events on 61, and their employees from any and all claims, suits, damages, losses, or injuries which they may sustain or are alleged to have sustained while using the event space.

Damages

Client assumes all responsibility for damage to the property and for leaving the premises in the same condition in which it was found. Damages to the facility that are greater than the damage deposit will be billed to client.

Any damage is to be reported to Events on 61 management immediately. If there is any damage, breakage, theft, breach of communicated time limit, or excessive cleanup, the amount to cover such occurrence will be retained by management from the cleaning/damage security deposit, and if that costs exceeds the \$175 deposit the client will be billed for the balance.

Indemnification

Client shall indemnify Events on 61, its partners, directors, officers, agents and employees from and against any and all losses, whether or not based on negligence, costs (including reasonable attorneys' fees), claims, damages, liabilities, suits, actions and causes of action, whether legal or equitable, sustained or arising by reason of client's default in any of his/her obligations under this agreement, or of the fault or neglect of client or of the failure of client or any of its officers, agents, employees or invitees, to fulfill any duty toward the public or to Events on 61 under this agreement, or to any person or persons whomever, that client, by reason of its occupancy or use of the Premises may owe.

Alcohol consumption/Illicit drug use

Events on 61 prohibits any client or guest from bringing or consuming alcohol and/or use of illicit drugs on the premises. If you would like to serve alcohol at your event you may do so only by hiring one of our mobile bartending services. If it is determined that any client or attendees are in violation of this prohibition Events on 61 may terminate the event immediately and you will forfeit your deposit.

Events on 61

Client Printed Name Client Signature Date

Client Email Client Phone Number

Events on 61 Staff Signature 610-587-1401
Events on 61 Ph Number Date

Event Date/Start & End Time of Rental/ Event Type

Rental Fee Non-Refundable Deposit Refundable Cleaning Deposit

Time Doors Open Day of Event Number of People Attending Event

Payments

Events on 61 accepts the following methods of payment:

Cash:

Cash App: \$eventson61 (Shane Weaver) Rental fees, \$JenniferWeaver611 (Decorating fees)

Zelle: Jennifer Weaver – Phone Number 610-587-1401

Paypal: @eventson61

Major credit card payment: On our website: www.eventson61.com

***** PLEASE PUT CLIENT NAME & EVENT DATE IN THE NOTE SECTION OF ANY PAYMENT NOT MADE ON THE WEBSITE *****