

BURLINGTON QUAKER MEETING HOUSE & CENTER for CONFERENCE

Rental Agreement

Rates

*Price is negotiable for repeat or weekly use.

Price Per Person is used for valuation purposes only. Price is not prorated by occupancy.

Kitchen – Prep/Caterer includes ice machine, refrigerator, freezer, stove, ovens, kitchenware and dishwasher.

***Each additional hour for a wedding, regardless of Area, is \$25.

Areas	Floor	Maximum Persons	Price*	Price Per Person	Length	Additional Hour
Youth Recreational Room	Basement	25	\$250	\$10	4 hours	\$10
Ockanickon Room	1	-	-	-	-	-
– Day Event Use	-	50	\$600	\$12	4 hours	\$25
– Day Event Use	-	120	\$750	\$6.25	4 hours	\$25
– <i>Wedding</i>	-	120	\$750	\$6.25	4 hours	***
Kitchen – Sinks, garbage	1	N/A	N/C	N/A	4 hours	N/C
Kitchen – Prep/Caterer	1	-	-	-	-	-
– Day Event Use	-	-	\$150	\$10	4 hours	\$10
– <i>Wedding</i>	-	120	\$150	\$1.25	4 hours	***
– Overnight Use	-	50	\$500	\$10	2 nights	N/A
– Overnight Use	-	88	\$750	\$8.50	2 nights	N/A
Boardroom	1	15	\$150	\$10	4 hours	\$10
Hendrickson Room	1	8	\$100	\$12.50	4 hours	\$10
Meeting Room	1	200	Not available Sundays 9:45 a.m. to 11 a.m.			
– <i>Wedding, includes 1-hour rehearsal**</i>	-	-	\$300	\$1.50	Wedding**	***
– Others events, times	-	-	\$500	\$2.50	4 hours	\$10
Seminar Room	2	100	\$250	\$2.50	4 hours	\$10
Overnight/Dormitory	2 or 3	50	\$2000	\$40	2 nights	N/A
Overnight/Dormitory	2+3	88	\$3000	\$34	2 nights	N/A

BURLINGTON QUAKER MEETING HOUSE & CENTER for CONFERENCE

General Information

“BQMHCC” stands for “Burlington Quaker Meeting House and Center for Conference”.

1. Renters are responsible for returning facilities at end of event to **condition** in which they found them – personal decorations removed, BQMHCC decorations returned, chairs and tables may have been stacked and stored, refrigerator and freezer empty and tidy, kitchenware clean and stored, inside garbage and recycling cans emptied into outside ones, water and appliances off, windows shut and doors locked, etc.
2. Price is negotiable for **repeat or weekly use**.
3. Rental **time** includes all of Renter's/Caterer's/Vendor's decoration/prep/setup and clean up/break down. Note modest price of additional hours.
4. Cash, Check or Money Order must be used for all **payments**, payable to “Burlington Meeting House, Inc.”
5. A \$200.00 **Reservation Deposit** is required at the time of the Agreement signing, non-refundable if the event is cancelled).
6. Renter must provide a **certificate of insurance** for Bodily Injury and Property Damage in the amount of \$1,000,000.00, naming Burlington Meeting House, Inc. and Burlington Quarterly Meeting of the Religious Society of Friends, Inc. as additional insured or, if unable to do so, must sign the **Hold Harmless Agreement** included here, at the time of the Reservation Deposit.
7. Each organization must identify a **representative** who will be responsible for that organization's compliance with this Rental Agreement.
8. Renter/Representative must be **21 years** of age.
9. A \$300.00 **Security Deposit** may be required prior to the event, refundable after the event if no damage or loss is found upon inspection of the premises.
10. All fees and **balances** must be paid in full no less than one week prior to the event.
11. **Cancellations** must be made 4 weeks prior to the event or full payment for it may be required.
12. Renter may **publicize** the event, but under the discretion of BQMHCC.
13. Burlington Meeting House, Inc. is responsible for **providing**, water, electricity, Wi-Fi, heat, air conditioning and restrooms, as well as shower facilities, mattresses and bunks as agreed upon at the time of the Agreement signing. All other items not listed, including sheets, pillows blankets and towels, are the responsibility of the Renter.
14. Only those **spaces** rented may be used. The remainder may not be prepped or accessible.
15. **Day** usage includes Restrooms on first floor only.
16. **Overnight** usage includes 2 consecutive nights and use of the Ockanickon Room, Boardroom, Hendrickson Room, Seminar Room, Dormitories, Showers and Restrooms on all floors. The Recreational Room, Kitchen and Meeting Room are extra. Maximum occupancy for overnight usage is 88. Overnight sleeping is permitted in designated bunk areas only. Overnight groups may arrive no earlier than 3 p.m. and must depart by 12 noon, unless otherwise agreed.
17. **Youth** under 18 years of age may stay overnight with the expressed written permission of a parent a legal guardian. Renter is responsible for acquiring permissions for youth.
18. Organization/Renter must provide 1 adult over 21 years of age as chaperone for every 10 participants under 18 years of age. The chaperone(s) shall be present at all times and the youth under direct supervision of them. Our **Chaperones List** is included here and must be provided to BQMHCC prior to the event.

Continued on next page.

Name (Print): _____ Date: _____

Signature: _____ Date: _____

Renter/Representative

BURLINGTON QUAKER MEETING HOUSE & CENTER for CONFERENCE

General Information (continued)

19. No pets other than service **animals** are permitted on the premises.
20. No **smoking** or illegal/controlled substances are permitted in the building. Cigarette butts outside building must be disposed of properly.
21. Our **Alcohol Policy** is included here and must be signed at the time of the Agreement.
22. The **kitchen** is off-limits except for authorized persons.
23. No **food** is permitted outside of the Ockanickon Room unless stated in and approved at the time of the Agreement.
24. Renter is responsible for their guests and their guests' actions and **security** of premises while occupying it, including permitting admission only to Renter's guests and vendors, keeping doors and windows closed and monitored if not also locked, reporting suspicious activity to authorities, etc.
25. Renter must make BQMHCC aware of Renter's **vendors**.
26. Renters are required to **secure** the facility upon leaving it for any time.
27. Renters must be **considerate** of the needs, property and noise tolerance of the BQMHCC neighbors and community.
28. Renters must be absolutely quiet on the premises on **Sundays** between 9:45 a.m. and 11 a.m. for the Quaker Worship Group, which meets in silence. Premises include the facilities, grounds and parking lot.
29. All renters must arrange with the BQMHCC for **entrance** and lock-up of the facility.
30. Renter may Like our **Facebook** page and to Share photos with us.
31. Renter may provide **feedback** about renting the premises by direct email to BQMHCC.

Name (Print): _____ Date: _____

Signature: _____ Date: _____

Renter/Representative

BURLINGTON QUAKER MEETING HOUSE & CENTER for CONFERENCE

Application/Agreement

Name of Organization/Renter: _____

Organization Website URL: _____

Name of Representative/Renter: _____

Address: _____

Phones: (Home) _____ (Work) _____

(Cell) _____ (Fax) _____

Email Address: _____

Age Group(s) of Event

(Check all that apply)

_____ Youth under 18 years of age
*(Must provide 1 chaperone for every 10
participants in this age group and provide
Chaperones List included here.)*

_____ Adults 21 – 35 years of age

_____ Adults 35 – 55 years of age

_____ Adults over 55 years of age

Event

Event, Program Planned: _____

Event Start - Date: _____ Time: _____

Event Finish - Date: _____ Time: _____

Setup required: _____

Name (Print): _____ Date: _____

Signature: _____ Date: _____

Renter/Representative

Signature: _____ Date: _____

BMH, Inc. Representative

BURLINGTON QUAKER MEETING HOUSE & CENTER for CONFERENCE

Reservation/Invoice

Name of Organization/Renter: _____

Event Start - Date: _____ Time: _____

Event Finish - Date: _____ Time: _____

Item/Area	Amount	Notes
Security Deposit \$300.00 <i>(Refundable after the event if no damage or loss is found upon inspection of the premises)</i>	\$ _____	_____
Youth Recreation Room	\$ _____	_____
Ockanickon Room	\$ _____	_____
Kitchen*	\$ _____	_____
Boardroom	\$ _____	_____
Hendrickson Room	\$ _____	_____
Seminar Room	\$ _____	_____
Meeting Room	\$ _____	_____
Overnight*	\$ _____	_____
SUB-TOTAL	\$ _____	_____

Reservation Deposit - \$ 200.00 Check No.: _____ Date: _____
(Non-refundable if event at BQMHCC is cancelled)

Offered Discount \$ _____

BALANCE DUE \$ _____ Check No.: _____ Date: _____
(Due 1 week prior to the event)

Name (Print): _____ Date: _____

Signature: _____ Date: _____

Renter/Representative

Signature: _____ Date: _____

BMH, Inc. Representative

BURLINGTON QUAKER MEETING HOUSE & CENTER for CONFERENCE

Hold Harmless Agreement

I/The * _____ hereby assume/s entire responsibility and liability for any and all damages or injury of any kind or nature to persons, whether employees or otherwise, and to property, real or personal including adjoining property, caused by or resulting from actions or inactions on the premises and in the facilities of the Burlington Quaker Meeting House and Center for Conference and agree/s to indemnify, defend and hold harmless the Burlington Meeting House, Inc. and the Burlington Quarterly Meeting of the Religious Society of Friends, Inc., its agents or its employees against any and all claims, suits, actions, liability, loss, damage, or injury to persons or to property caused directly or indirectly by me or The

* _____,

my/its agents, members, or employees or any and all persons acting on my/its behalf or under my/its supervision or control, whether direct or indirect.

As a representative of * _____, I am informing the participants that I have signed this Agreement.

Name (Print): _____

Title: _____

Date(s) of Event: _____

Name (Print): _____ Date: _____

Signature: _____ Date: _____

Renter/Representative

Signature: _____ Date: _____

BMH, Inc. Representative

BURLINGTON QUAKER MEETING HOUSE & CENTER for CONFERENCE

Alcohol Policy

For special events, limited alcohol usage is permitted according to the terms set forth here between the renter and Burlington Meeting House, Inc. trustees prior to the event.

“BQMHC” stands for “Burlington Quaker Meeting House and Center for Conference”.

1. The Renter or Renter’s designated caterer must provide the Burlington Meeting House, Inc. trustees with a certificate of its insurance at least 1 week prior to the event specifying liquor liability coverage and naming Burlington Meeting House, Inc. and the Burlington Quarterly Meeting of the Religious Society of Friends, Inc. as additional insured.
2. Wine and beer are the only alcoholic beverages permitted in the BQMHC.
3. Wine and beer may only be served by Renter or Renter’s designated caterer to adults 21 years of age and older at the BQMHC.
4. Wine and beer must be delivered to the BQMHC only by the Renter or Renter’s designated caterer and only on the day of the event.
5. Renter or Renter’s designated caterer must remove wine and beer containers from the BQMHC premises immediately after an event and not left in the interior or exterior recycling receptacles.
6. Wine and beer may not be stored in the BQMHC by any group or organization.
7. Wine and beer may not be sold on the BQMHC premises by the Renter or Renter’s designated caterer at any time before, during or after the event. There may not be a cash bar.
8. The serving and consumption of wine and beer is limited to the Ockanickon Room unless otherwise approved by the Burlington Meeting House, Inc. trustees.
9. No alcohol is permitted at any time in the second and third floor Dormitories or the basement Youth Recreational Room.
10. The Burlington Meeting House, Inc. trustees may assess an additional refundable deposit of up to \$500.00 prior to an event where alcohol consumption has been approved.
11. Any deviation from this policy will result in forfeiture of any and all deposits as well as future rental consideration by the Renter.

I have read and understand this Alcohol Policy and agree to conformance with all its conditions.

Name (Print): _____ Date: _____

Signature: _____ Date: _____

Renter/Representative

Signature: _____ Date: _____

BMH, Inc. Representative

