Rentals

Rates

*Prices are negotiable for partial, repeat or weekly use. There is a 20% discount to Quaker organizations.

**Price Per Person is used for valuation purposes only. Fees are not charged per person.

***Hours are for evening and weekends. For day use hours/prices, contact Director. Does not include additional 3 hours before and 2 afterwards at N/C for you to set up and clean up.

Ockanickon Hall rental includes Boardroom and Hendrickson Room.

Kitchen – Full use includes ice machine, fridge, freezer, stove, ovens, kitchenware, dishes, serveware, dishwashers.

Overnight/Dormitory includes Ockanickon Hall, Boardroom, Hendrickson Room, Seminar Room, Dormitories, and Showers and Restrooms on rented floors.

<table>
<thead>
<tr>
<th>Areas</th>
<th>Floor</th>
<th>Maximum Persons</th>
<th>Price*</th>
<th>Price Per Person**</th>
<th>Hours***</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Lawn</td>
<td>1</td>
<td>-</td>
<td>$300</td>
<td>-</td>
<td>2 hours</td>
</tr>
<tr>
<td>Youth Recreational Room</td>
<td>Basement</td>
<td>50</td>
<td>$250</td>
<td>$10</td>
<td>4 hours</td>
</tr>
<tr>
<td>Ockanickon Hall</td>
<td>1</td>
<td>50 Dining</td>
<td>$600</td>
<td>$12</td>
<td>4 hours</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>120 Dining</td>
<td>$750</td>
<td>$7.14</td>
<td>4 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>130 Chairs Only</td>
<td>$750</td>
<td>$5.76</td>
<td>4 hours</td>
</tr>
<tr>
<td>Kitchen</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>– Sinks, garbage, microwave, stove</td>
<td>1</td>
<td>-</td>
<td>N/C</td>
<td>-</td>
<td>4 hours</td>
</tr>
<tr>
<td>– Individual appliances or dishes</td>
<td>1</td>
<td>-</td>
<td>$25</td>
<td>-</td>
<td>4 hours</td>
</tr>
<tr>
<td>– Individual appliances, 2 nights</td>
<td>1</td>
<td>-</td>
<td>$60</td>
<td>-</td>
<td>2 nights</td>
</tr>
<tr>
<td>– Full use, 4 hours</td>
<td>1</td>
<td>-</td>
<td>$150</td>
<td>-</td>
<td>4 hours</td>
</tr>
<tr>
<td>– Full use, additional hours</td>
<td>1</td>
<td>-</td>
<td>$35</td>
<td>-</td>
<td>1 hour</td>
</tr>
<tr>
<td>– Full use, 2 nights</td>
<td>1</td>
<td>50</td>
<td>$500</td>
<td>$7</td>
<td>2 nights</td>
</tr>
<tr>
<td>– Full use, 2 nights</td>
<td>1</td>
<td>88</td>
<td>$750</td>
<td>$5</td>
<td>2 nights</td>
</tr>
<tr>
<td>1783 Quaker Meetingroom</td>
<td>1</td>
<td>225</td>
<td>$500</td>
<td>$2.50</td>
<td>4 hours</td>
</tr>
<tr>
<td>– For weddings</td>
<td>1</td>
<td>225</td>
<td>$300</td>
<td>$1.50</td>
<td>1 hr rehearsal 1 hr ceremony</td>
</tr>
<tr>
<td>Boardroom</td>
<td>1</td>
<td>10</td>
<td>$150</td>
<td>$10</td>
<td>4 hours</td>
</tr>
<tr>
<td>Hendrickson Room</td>
<td>1</td>
<td>7</td>
<td>$100</td>
<td>$14</td>
<td>4 hours</td>
</tr>
<tr>
<td>Seminar Room</td>
<td>2</td>
<td>100</td>
<td>$250</td>
<td>$2.50</td>
<td>4 hours</td>
</tr>
<tr>
<td>Overnight/Dormitory</td>
<td>2</td>
<td>50</td>
<td>$2,000</td>
<td>$40</td>
<td>2 nights</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 and 3 88</td>
<td>$3,000</td>
<td>$34</td>
<td>2 nights</td>
</tr>
<tr>
<td>Fire Bowl (One of us must be present)</td>
<td>Outside</td>
<td>-</td>
<td>$25</td>
<td>-</td>
<td>1 hour</td>
</tr>
<tr>
<td>Extra Rental Time, Overtime</td>
<td>-</td>
<td>-</td>
<td>$150-300</td>
<td>-</td>
<td>1 hour</td>
</tr>
</tbody>
</table>
Terms and Conditions

“BMH, Inc.” stands for “Burlington Meeting House, Inc.,” operators of the Burlington Quaker Meeting House and Center for Conference.

1. Renters are responsible for setting up our tables, chairs and tableware and for leaving our amenities and the facility in the arrangement and condition in which they were given them – personal decorations removed, BMH, Inc. decorations replaced, chairs and tables stacked and stored, refrigerator and freezer empty and tidy, kitchenware clean and stored, inside garbage and recycling cans emptied into respective outside ones, lights and appliances off, spills cleaned up, floor swept, windows shut and doors locked, etc. Ask for a copy of the “Checklist to Renters.”

2. BMH, Inc. is responsible for providing, water, electricity, Wi-Fi, heat, air conditioning, restrooms, shower facilities, mattresses and bunks, and conference or recreational equipment as agreed upon at the time of the Agreement signing. All other items not listed, including table cloths, sheets, pillows blankets and towels, are the responsibility of the Renter.

3. Cash, check or money order must be used for all payments except for services added since the balance was paid, in which case they must be made by cash. Checks should be made payable to “Burlington Meeting House, Inc.”

4. A $200.00/day Reservation Deposit is required at the time of signing the Agreement. The Reservation Deposit is non-refundable but rather deducted from the total bill.

5. Cancellations must be made 4 weeks prior to the event else payment in full may be required.

6. A $300.00/day Security Deposit is required no fewer than 7 business days prior to the (first) event, must be maintained in full throughout the Agreement and is refundable after the (last) event. Deductions will be made for mess, damage, loss, incident, overtime or extra staff time incurred from the event(s). It will be repaid by check within a few days of the rental.

7. Overtime is $150.00-300.00/hour and begins when your guests do not leave by the event end time and/or your organizers or vendors do not leave within 2 hour(s) after that. Overtime for this rental will be charged at $_________ /hr.

8. For all weddings, there is an additional Cleanup Deposit of $300.00. If, at the end of your event, you choose not to clean up the spaces and equipment rented, we will keep the additional deposit.

9. The balance due must be paid in full no less than 7 business days prior to the (first) event. Any accepted after that date must be paid in cash. Failure to pay them on time may result in cancellation of event.

10. Each organization must identify a representative who will be responsible for that organization’s compliance with this Agreement.

11. Renter/Representative must be 21 years of age.

12. Renter must provide a Certificate of Insurance for General Liability including Bodily Injury and Property Damage within 10 days of the Reservation Deposit in the amount of $1,000,000.00 naming “Burlington Meeting House, Inc.” as additional insured.

13. Renter may publicize the event at the discretion of BMH, Inc.

14. BMH, Inc. reserves the right to have a representative on premises, including in the building, during the event.

15. Only those spaces rented may be used. The remainder will neither be prepared nor accessible.

16. Decorations must be non-destructive. They must not leave residue or holes, remove stain or paint, cut into wood or be difficult to vacuum up. No duct tape, staples, nails, permanent marker or carving of surfaces anywhere. No glitter, Command strips or similar adhesives on wood, or wire on wood in Quaker Meetingroom.

17. Renter must provide BMH, Inc. a list of its vendors’ names, address and phone numbers one week before the event.

18. Overnights priced as consecutive nights. The Recreational Room, Kitchen and Quaker Meetingroom are extra. Maximum occupancy overnight is 88. Sleeping is permitted in designated bunk areas only. Groups may arrive no earlier than 3 p.m. and must depart by 12 noon, unless otherwise agreed.

19. Youths under 18 years of age may stay overnight if accompanied by a parent or legal guardian or with the expressed written permission of a parent a legal guardian. Renter is responsible for acquiring written permissions.

20. Renter must provide 1 adult over 21 years of age as chaperone for every 10 guests under 18 years of age. The chaperone(s) shall be present at all times and the youth under direct supervision of them.

Name (Print): ___________________________ Date: ___________________________

Signature: ___________________________

Representative
21. No **food** is permitted outside of Ockanickon Hall unless stated in and approved at the time of the Agreement.
22. Our **Alcohol Policy** is included here and must be signed at the time of the Agreement.
23. The **kitchen** is off-limits except for authorized persons.
24. Sterno’s, **heating pads**, heat lamps, etc. may only be used directly on the stainless-steel counters in the kitchen.
25. Renters must keep **fire** exits and access to the fire extinguishers clear.
26. The **fire bowl** may only be used with one of us present.
27. **Smoking** and illegal/controlled substances are not permitted in the building. Cigarette butts must be disposed of properly.
28. No pets other than service **animals** are permitted on the premises. No therapy animals are permitted.
29. If you are going to have a **raffle**, you need a license. Contact Burlington City's Municipal Clerk to obtain a license and provide BMH, Inc. with a copy of it.
30. Renter is responsible for **security** while occupying the premises, including permitting admission only to Renter’s guests and vendors, keeping first floor doors and windows closed and monitored if not also locked, reporting suspicious activity to authorities, etc.
31. Renters must be **considerate** of the needs, property and noise tolerance of the BMH, Inc. neighbors and community.
32. **Parking** on the premises is permitted in the 4 spaces farthest from High St. and the Wheelchair Van Accessible space only. Do not park in the 2 spaces closest to High St., drive or park on the grass, or park in the driveway.
33. Renters, their guests and/or vendors must be quiet on the premises on **Sundays** between 9:45 a.m. and 11 a.m. for the Quaker Worship Group which meets in silence in the Quaker Meetingroom. Premises include the facilities, grounds and parking lot.
34. All renters must arrange with the BMH, Inc. for **entrance** and lock-up of the facility.
35. Renter may Like our **Facebook** page and to Share photos with us.
36. Renter may provide **feedback** about renting the premises by direct email to BMH, Inc.

Name (Print):  ________________________________  Date:  ________________________________
Signature:  ________________________________________________________________
**Representative**

**How did you hear of us?**

- Repeat customer
- Maps – Apple or Google
- Facebook
- Yelp
- LinkedIn
- Google Business Listing

- Direct Mail
- A Quaker
- Previous Guest *Who should we thank?*
- Someone who’s never been here before
  *Who should we thank?*
Fee Agreement

Event Start - Date: _____________________________ Time: _____________________________
Event Finish - Date: ☐ Same as above _____________________________ Time: _____________________________

Name of Individual or Org. Representative: _____________________________
Name of Organization: _____________________________
Address: _____________________________
Phones: (Cell) _____________________________ ( ) _____________________________
Email Address: _____________________________

Event: _____________________________

Number of Guests in Attendance:
_____ Day _____ Overnight

Age Group(s) of Event (Check all that apply.)
_____ 0- 18 _____ 21 – 35 _____ 35 – 55 _____ 55+

<table>
<thead>
<tr>
<th>Item/Area</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Lawn</td>
<td>+ $________</td>
<td></td>
</tr>
<tr>
<td>Youth Recreation Room</td>
<td>+ $________</td>
<td></td>
</tr>
<tr>
<td>Ockanickon Hall</td>
<td>+ $________</td>
<td></td>
</tr>
<tr>
<td>Kitchen or Appliance(s)</td>
<td>+ $________</td>
<td></td>
</tr>
<tr>
<td>Boardroom</td>
<td>+ $________</td>
<td></td>
</tr>
<tr>
<td>Hendrickson Room</td>
<td>+ $________</td>
<td></td>
</tr>
<tr>
<td>Seminar Room</td>
<td>+ $________</td>
<td></td>
</tr>
<tr>
<td>Quaker Meetingroom</td>
<td>+ $________</td>
<td></td>
</tr>
<tr>
<td>Overnight</td>
<td>+ $________</td>
<td></td>
</tr>
<tr>
<td>Misc</td>
<td>+ $________</td>
<td></td>
</tr>
<tr>
<td>Credit</td>
<td>- $________</td>
<td></td>
</tr>
<tr>
<td>RENTAL</td>
<td>= $________</td>
<td></td>
</tr>
</tbody>
</table>

Reservation Deposit  - $________ Check No.:______________ Date:______________
Security Deposit* + $________ Our check No.:______________ Date:______________
Wedding Cleanup Deposit* + $________ Our check No.:______________ Date:______________

BALANCE DUE = $________ Must be paid in full on ___________, 7 business days prior to the event

Paid - $________ = $________ Check No.:______________ Date:______________
Paid - $________ = $________ Check No.:______________ Date:______________
Paid - $________ = $________ Check No.:______________ Date:______________

*Make security balance check out to: ☐ Same as above _____________________________
and mail it to this address: ☐ Same as above _____________________________

Name (Print): _____________________________ Date: _____________________________
Signature: _____________________________

Representative _____________________________

Date(s) of Event: __________________________

**Alcohol Agreement**

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

“BMH, Inc.” stands for “Burlington Meeting House, Inc.,” operators of the Burlington Quaker Meeting House and Center for Conference, or “BQMHCC.”

1. Renter’s designated caterer must provide BQMHCC with a Certificate of Insurance for Liquor Liability and Renter must provide a Certificate of Insurance for Host Liquor Liability within 10 days of the Reservation Deposit in the amount of $1,000,000.00 naming “Burlington Meeting House, Inc.” as additional insured.
2. Wine and beer are the only alcoholic beverages permitted on the BQMHCC premises.
3. Renter or Renter’s designated caterer must prohibit persons under the age of 21 years or persons who are visibly or apparently intoxicated from consuming wine and beer.
4. Renter or Renter’s designated caterer must prohibit persons under the age of 18 years to pour or serve wine and beer.
5. Wine and beer must be delivered to the BQMHCC only by the Renter or Renter’s designated caterer and only on the day of the event.
6. Renter or Renter’s designated caterer must remove wine and beer containers from the BQMHCC premises immediately after event and not leave them in the interior or exterior recycling or garbage receptacles.
7. Wine and beer may not be stored in the BQMHCC.
8. Wine and beer may not be sold on the BQMHCC 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.
9. The serving and consumption of wine and beer on the BQMHCC premises is limited to Ockanickon Hall unless otherwise approved in writing by BQMHCC.
10. No alcohol is permitted at any time in the second and third floor Dormitories or the basement Youth Recreational Room of the BQMHCC.
11. 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.
12. 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.
_______ There will be no alcohol at our event.
_______ There will be alcohol at our event.

**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 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/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 the* organization above, I am informing the participants that I have signed this Agreement and the details of it.

Name (Print): __________________________________ Date: __________________________

Signature: ____________________________________

Representative