



Grounds Rental Agreement Form

Renters' Name: _____ Telephone #: _____

Address: _____
Street City State Zipcode

Date of Event/Wedding /Reception : _____ Start Time: _____ End Time: _____

Date of Rehearsal: _____ Start Time: _____ End Time: _____
(Rehearsals are a time - not to exceed one hour - that Goodell Gardens gives you, free of charge)

Type of set-up (circle all that apply): Tent / Table & Chairs / Band / Dance Floor / Caterers
Decorations & Flowers / Alcohol / Other (explain)

Number of Guests: _____ Date Paid: _____ Amount Paid: _____ Cash/Check #: _____

PAYMENT & FEE STRUCTURE

General Grounds Rental:

- Up to 100 guests for up to 2 hours - \$450.00 includes admission & rental fees.
 - Up to 200 guests for up to 2 hours - \$550.00 includes admission & rental fees.
 - Up to 100 guests for up to 4 hours - \$550.00 includes admission & rental fees.
 - Up to 200 guests for up to 4 hours - \$650.00 includes admission & rental fees.
 - Up to 100 guests for up to 6 hours - \$650.00 includes admission & rental fees.
 - Up to 200 guests for up to 6 hours - \$750.00 includes admission & rental fees.
- (Please note that billable time includes that required for setup & takedown)

Events Barn Rental:

- Up to 100 guests for up to 2 hours - \$250.00 in addition to grounds rental fee.
- Up to 200 guests for up to 2 hours - \$300.00 in addition to grounds rental fee.
- Up to 100 guests for up to 4 hours - \$300.00 in addition to grounds rental fee.
- Up to 200 guests for up to 4 hours - \$350.00 in addition to grounds rental fee.
- Up to 100 guests for up to 6 hours - \$350.00 in addition to grounds rental fee.
- Up to 200 guests for up to 6 hours - \$400.00 in addition to grounds rental fee.

Chair & Table Rental:

- White poly-resin folding chairs with padded seat cushions - \$2/chair
- Rectangular poly tables (3' x 6') (3' x 8') - \$10/table

A non-refundable retainer deposit of \$100.00 is due upon submission of this form.
Said deposit guarantees renter exclusive use of the Gardens for the date and times so listed above.
The remainder of the balance, \$ _____, is due no later than one week after the wedding date.

Checks should be drafted to: "Goodell Gardens & Homestead" and mailed along with this signed agreement to:

Goodell Gardens & Homestead
P.O. Box 156
221 Waterford Street
Edinboro, PA 16412-0156



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INFORMATION

- Event reservations are on a first-come, first-served basis. Reservations are *not* confirmed until deposit is received. Payment is for use of the grounds and specified buildings as associated with Goodell Gardens & Homestead.
- Alcohol is permitted on the grounds, though at the full responsibility of the renter, as named above.
- All of the set-up: chair rental, tent rental, bands, decorations, caterers, etc. must be approved by the Gardens before payment is made. The actual set-up and takedown is not the Gardens responsibility and must be done the day of the event (rental companies need to know this). Exceptions must be noted in writing, prior to payment. Goodell Gardens will assist in set-up outside of the time bounds noted above on per-hour compensation basis at the request of the renter.
- Electricity is available at certain locations only (check with staff prior to making your reservation).
- Events are to be over by 10:30 p.m. and clean-up is to be finished by 11:30 p.m.
- Things to consider:
 - Extra lighting - there is very little outside lighting at the gardens.
 - If having a large number of guests there is limited parking space.
 - Dressing rooms are limited to the two (2) 11' x 11' offices within the Welcome Center.
 - Two single-occupant restrooms are available for use within in the Welcome Center.
 - If dancing, you will need to rent a dance floor or the Performance Barn.

CANCELLATIONS

The renters, as named above, understand that this form represents a contract, and if the remainder of the balance is not paid in full by one week prior the wedding date, this contract is cancelled and all payments are forfeited.

Cancellations must be made in writing.

TERMS & CONDITIONS

- i. The renters, as named above, and all the attendees of the renters' event agree to hold Goodell Gardens & Homestead, their employees, independent contractors or visitors, harmless from any liability resulting from acts or omissions, all claims, loss or damage to persons or venue property arising out of or connected with providing the ordered services.
- ii. Goodell Gardens & Homestead assumes no responsibility for accidents, injury or any other mishap to any guest, customer or employee, independent contractor or visitor of Goodell Gardens & Homestead attending the event.
- iii. The event must begin and end within a reasonable amount of time as agreed upon.
- iv. The renters understand and acknowledge that they are financially responsible for any damages caused by them or any person in attendance at the event contracted for. The renters assume full liability for all and any mishaps. The renters agree to have in advance a back up plan in case such acts of inclement weather may occur.
- v. Upon signing this contract and receiving the non-refundable deposit, Goodell Gardens & Homestead will secure your requested date and time on its calendar. Both parties agree the deposit will be considered liquidated damages if the renters default for any reason on ordered services. By securing your event date and time, Goodell Gardens & Homestead has declined other events and has furthermore begun preparing for the renters' event.
- vi. Renters agree to provide all materials required for specialized ceremonies.

Renter Signature: _____ Date: _____

Renter Signature: _____ Date: _____