**Valley of Coudersport AASR Facilities Rental Agreement**

This Facilities Rental Agreement was entered into on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, by and

between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Lessee*)

and The Valley of Coudersport AASR, also known as the Coudersport Consistory (*Lessor*). The parties hereto, intending to be legally bound, and in consideration of the mutual covenants hereinafter contained, agree as follows:

**Grant**

*Lessor*, on the dates and times set forth herein, and subject to the terms and conditions of this Agreement, hereby grants to *Lessee* a license to use the following Coudersport Consistory facilities:

 \_\_\_\_ Lounge

 \_\_\_\_Auditorium

 \_\_\_\_Dining Hall

 \_\_\_\_Choir Room

 \_\_\_\_Robing Room

Rental date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated number attending \_\_\_\_\_\_\_\_

**Rental Fee**

*Lessee* shall pay to *Lessor* as a rental fee for the use of the Facility, the total sum of \_\_\_\_\_\_\_\_\_\_\_\_\_ plus all other charges to be paid by *Lessee* under this Agreement (the “Rental Fee”). Rental fees are:

 Lounge <100 people - $750

 Lounge >100 people - $1,000

 Dining Room <100 people - $600

 Dining Room >100 people - $700

 Auditorium - $1450

 Auditorium Sound System - $150

 System Operator - $35/hr., minimum two hours, payable to the Lessor.

 Operators are limited to Lessor-Approved persons.

Any extra equipment rental is charged at a straight rental fee to Lessee.

 Auditorium Lights - $150

 System Operator - $35/hr., minimum two hours, payable to Lessor.

 Operators are limited to Lessor-approved persons.

Any extra equipment rental is charged at a straight rental fee to Lessee

**Deposit**

1. A Booking Deposit of Three Hundred Dollars ($300.00) is required at the time of booking the event. This secures the date for your rental and is non-refundable. The booking deposit will be applied to the total rental price if you use the facility.
2. A security deposit of Five Hundred Dollars ($500.00) is due two weeks prior to the event. The Security Deposit, less any charges for damage or items or time used, will be refunded to the *Lessee* no later than three (3) weeks following your event.
3. The remainder of the amount owed must be paid at least two weeks prior to the event, and must be paid in cash, money order or credit card. Failure to pay the final amount by the due date will constitute a breach of contract and the function will be cancelled.

**Caterer**

The caterer of your selection must meet with and execute a separate Kitchen Agreement with the Consistory (Appendix I).

**Rental Time**

Rental is from 8:00 a.m. until 9:59 p.m. on the specified event date. The building must be vacated by 9:59 p.m. and will be locked.

**Decorating Time**

Decorating time for the event is from 8:00 a.m. until 3:00 p.m. on the day immediately preceding the event. One additional day preceding the event may be reserved for $100.

**Cancellation**

All cancellations are to be made in writing with the Coudersport Consistory office.

**Rental Areas**

Please remember that you have only rented the specified areas of the building. If your guests are in any other part of the building, they will be asked to return to the rental area with a reminder that the rest of the building is off limits. If anyone continues to enter unrented areas of the building, you will be directed to have them to leave our premises. We are proud of our building. Please treat it with respect.

**Alcohol**

The use of alcohol is permitted at events and it is the responsibility of the *Lessee* to ensure all related laws are strictly followed. It is the sole responsibility of the *Lessee* to monitor consumption of alcohol and visibly intoxicated persons should not be served. Alcoholic beverages are not permitted on the porch.

**Smoking**

This is a “NO SMOKING” building. The term “SMOKING” includes use of electronic cigarettes or what is commonly called “e-cigarettes”.

**Liability Insurance**

1. A certificate of insurance and a policy endorsement naming The Valley of Coudersport AASR as an additional insured on the policy shall be provided to the Coudersport Consistory office at least three (3) business days before the day of the event. All Vendors working at the Coudersport Consistory during the event shall carry and maintain in full force and effect while working at the Coudersport Consistory compensation insurance, general liability insurance and policy endorsement naming the Coudersport Consistory as an additional insured showing the required insurance is in place. Notwithstanding the requirement for such insurance, the Vendor shall be required to also hold harmless, indemnify, and defend Valley of Coudersport AASR to the maximum extent allowed by law, from any and all liability arising from Vendors’ use of the Coudersport Consistory, including the payment of the Coudersport Consistory’s reasonable attorney’s fees and costs incurred in defense of any actual or alleged liability.
2. The use of any device, ride, or entertainment vehicle such as a trampoline, climbing wall, balloon, “bouncy-house” or any other amusement device which is not part of the facilities by the lessee is not permitted.

**Restoration**

All rented areas of the facility are to be cleaned to a condition similar to the state it was prior to the rental within 24 hours of the close of the event. If any damage occurs to the Coudersport Consistory or if any repairs or replacements need to be made to the Coudersport Consistory building, facilities or properties as a result of your exercise of your rights under this agreement, you agree to pay the Coudersport Consistory for any such damage, repairs, or replacements upon demand by the Coudersport Consistory. This includes the kitchen also if a Caterer is used.

**Violation**

If any violation of this agreement occurs, the event will be terminated.

AGREED TO AND ACCEPTED BY LESSEE

On this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_

Lessee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Lessee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Lessee’s Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lessor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Lessor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Lessor Title \_\_\_\_\_ Trustee Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix I Kitchen Agreement

**Coudersport Consistory**

**Kitchen Agreement**

1. Caterer must be **SERV** certified to use our kitchen.
2. Caterer must do a walk through in kitchen with Debbi Dehn or Steve McDowell a minimum of two weeks prior to event and after the event before they leave.
3. Caterer is responsible for the proper use, storage & cleaning of all kitchen equipment including, but not limited, to the dishwashers, dishes, coffee pots, ovens and stoves.
4. Caterer may have use of the kitchen facility from 8:00 a.m. until 3:00 p.m. the day prior to the event to prep food for the next day’s activities.
5. Floors are to be mopped and countertops are to be cleaned & sanitized.
6. All garbage is to be taken out and put in dumpster. Replace with clean garbage bags.
7. The kitchen is to be left the way they found it, **CLEAN.**

Any violation of this agreement will be subject to an appropriate fee for contracted cleaning by the Consistory.

**Before Event**

Caterer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**After Event**

Caterer**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Before Event**

Consistory\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**After Event**

Consistory\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_