

Rental Agreement

Old Zion Church, Reifsnyder Road, Brickerville, PA 17543

Intending to be legally bound, Landlord leases to Renter and Renter takes from the Landlord, the property described below upon all the terms, covenants, and conditions described in the church rental agreement hereto and as hereinafter set forth.

1. **Property Being Rented:** The property subject to this Lease is the first floor and second floor balcony and walkways to and from the parking lot, and lawn area excluding the cemetery.
 - a. **Lack of Conveniences:** The Renter is aware that Old Zion has no form of heat, no electricity, no running water, and no formal restroom facilities. Although the outdoor pump dispenses water, it is not recommended for drinking.
 - b. **Rental Season:** The church is available for rental between the second Saturday of April through the second Saturday of October.
 - c. **Handicap Accessibility:** The church is not handicap-accessible.

2. **Securing a Rental:** The rent for the church facilities is set forth on the Rental Contract.
 - a. **Reserving the Church:** The church will not be considered 'reserved' until:
 1. The Renter has met with the Old Zion Wedding Contact
 2. The Renter has submitted a signed Rental Contract
 3. The Old Zion Wedding Contact has received full payment of \$600. This agreement is subject to prior rental.

 - b. **Rental Fees:** The church may be rented for \$600. The \$600 rental fee includes a one-hour rehearsal a day or two before the event and two hours on the day of your event/wedding. \$200 will be refunded (see 2d. below).

 - c. **Additional Time:** The Renter may request additional time on the night of their rehearsal or on the day of their wedding/event. An extra \$200 per hour will be charged, and is due when payment is made to reserve the church.

 - d. **Refunded Fees:** Within thirty (30) days following the rental, Landlord will return \$200 to the Renter under the following conditions:
 1. The Renter stayed within their one-hour rehearsal time
 2. The Renter stayed within their two-hour rental time
 3. There was no damage to the church or property by the Renter or guests (invited or otherwise).

 - e. **Additional Fees:** If the Renter requests or requires more time beyond the agreed upon rental times, or there is damage to the church or property made by the Renter or their guests (invited or otherwise), the Landlord will invoice the Renter for that additional time (at a rate of \$200 per extra hour) and/or for the cost of repairs required to mend damages to the church, cemetery, fence, or surrounding church grounds.

 - f. **Cancellations:** If Renter terminates this Lease less than 90 days before the wedding/event, the Landlord will not return the \$200. If Renter terminates this Lease more than 90 days before the wedding/event, the Landlord will return \$400 of the \$600 paid by the Renter to reserve the church.

3. Care and Use of Property During Rental

- a. **Sanctity:** The church, cemetery, and surrounding grounds are sacred and are to be treated with reverence and respect. Considering the age and historical value of the church, children must be kept close and supervised at all times.
- b. **Guests:** The Renter may invite up to 200 guests. When sending out invitations, Renter will encourage guests to carpool as much as possible due to limited parking on the church grounds. The following address can be given to guests to use in their GPS: 270 Reifsnyder Road, Lititz, PA 17543. This is the address of the home directly across the road from Old Zion Church.
- c. **Seating:** The church can comfortably accommodate 180 guests. The first floor of the church can comfortably accommodate approximately 135 guests. The remainder of the guests may be seated on the second floor of the church. The Renter must make guests aware that nothing is to lean on or against the modesty panels in the front of each section of pews.
- d. **Restrooms:** The Landlord will make arrangements for a portable restroom ('porta potty') to be available on the day of rental. It will sit on the edge of the woods, beside the church shed.
- e. **Officiant:** The Renter is responsible for securing an officiant.
- f. **Music:** The Renter is responsible for securing musicians, singers, and/or musical instruments.
 - 1) Use of the pump organ on the second floor gallery is permitted, but only by an organist that has been approved by the Old Zion Board of Directors. The Old Zion Board is not responsible for inoperability of the organ on the day of the event. Contact information for a local organist who is familiar with our pump organ is available from the Old Zion Wedding Contact.
 - 2) All other music must be generated by the human voice, handheld wind instruments, handheld string instruments, or battery-powered music devices (keyboard, iPod with small portable speaker, etc.).
 - 3) Instruments must be small enough that they can be carried in and out of the church by one person (cello, fiddle, violin, harp, flute, etc.). If an instrument cannot be carried into the church by one person (without the assistance of a handtruck), it is not permitted. Therefore, pianos, and drums are not permitted.
 - 4) Contact information for local musicians who have played in the church are available from the Old Zion Wedding Contact upon request.
- g. **Food, Drink, and Smoking:** Food, drink, snacks, alcoholic beverages, illegal drugs, and smoking of any kind are not permitted by adults or children on the premises of the church, the church grounds, or cemetery due to the original condition of the historic church and grounds.
- h. **Flowers & Decorations:**
 - 1) The Renter must make arrangements to have all decorations set up during the one-hour rehearsal and/or within the two-hour rental 'window' on the day of the event.
 - 2) Flowers and other decorations may be placed on the communion cupboard, on the windowsills located on either side of the pulpit, on church doors, and on the corners of the church steps. In addition, Renter may hang lightweight decorations from existing nails.
 - 3) Hanging objects from the chandelier, wineglass pulpit, balcony, or ceiling are not permitted.
 - 4) Hammering new nails into wood or using tape, glue, putty, Velcro, Command hooks, staples, or tacks to hang decorations is not permitted in the interior or exterior of the church.
- i. **Unity Candles:** Unity candle sets are permitted, but must be 'dripleless' and surrounded by glass globes. The globes prevent damage to the communion cupboard and keep the flame from being extinguished during the ceremony.

- j. **Candlelight:** The Landlord will provide the Renter with three dripless candles, three rustic candleholders, and three glass hurricane 'globes' upon request at no extra charge. These candles (with glass globes) may be lit and placed in the windowsills located on either side of the wineglass pulpit and on the communion cupboard. Candles may be placed in wall sconces, but must not be lit. Lighted candles are not permitted on the second floor at any time.
- k. **Photography:** The Renter must make arrangements to have indoor photos taken within the two-hour rental 'window'. Outdoor photos may be taken before and/or after the two-hour rental 'window', at which time the church will be locked. Please notify the Old Zion Wedding Contact if you plan to be on church grounds before or after your rental window. Photos are not permitted in the cemetery or on the stairs leading to the pulpit.
- l. **Tents:** The Renter is permitted to erect a small portable tent for the purpose of staying dry in the event of rain. Please notify the Old Zion Wedding Contact if you are planning on setting up a tent.
- m. **Wedding Traditions:** Throwing rice, birdseed, flower petals, confetti, or any other debris inside or outside the building is not permitted. Alternatives such as ribbon wands and bubbles are permitted for use outside.
- n. **Pets & Animals:** Animals are not permitted on church property, except certified service animals.
- o. **Wineglass Pulpit:** The wineglass pulpit and the stairs leading to it are to be used by the officiating clergy only. Group photos are not permitted on the stairs leading to the pulpit.
- p. **Windows & Doors:** The Renter will not open any windows or doors. The Landlord will be responsible for opening doors and windows as needed. Brick doorstops must be used, in order to prevent doors from blowing open or slamming shut.
- q. **Parking:** Board members of Old Zion Church will volunteer their time to direct parking. No vehicular traffic is permitted beyond the designated driveway or parking lot. Vehicles will not be permitted beyond the end of the driveway parallel to the water pump.
- r. **Receiving Line:** The Landlord strongly encourages the Renter to avoid having a 'receiving line' following a wedding ceremony. Instead, the guests should be told to go directly to the reception site so the wedding party can take photos. Doing this will allow the Renter to take photos inside the church and stay within their two-hour rental 'window'.
- s. **Clean-Up:** Renter will be responsible for a thorough clean-up of the church property to the same condition as that preceding the rental. Clean up must take place immediately following the event. If Renter fails to commence the required clean-up immediately following the rental, Landlord may cause such clean up to be completed, the cost of which will be paid by the Renter. The Renter also forfeits claim to all decorations that are left behind.
- t. **Repairs:** At all times during the rental period, Renter will take all actions necessary to maintain the church in good order and repair. Renter will pay for all repairs to the church and other parts of the Landlord's property which are necessitated by any acts of lack of due care on the part of the Renter or guests, invited or otherwise.

4. **Lost or stolen items:** The Old Zion Board is not responsible for any items, lost or stolen, at the time of the event. However, every effort will be made to locate the owner of any items left behind.

5. **Supervision:** The Renter understands that board members of Old Zion reserve the right to be present at the event or any other time the Renter or the Renter's representative is in the building.

6. **Event Insurance:** The Renter is not required to purchase Event Insurance.

7. **Indemnification of Old Zion Church:** Renter agrees to indemnify and hold the Old Zion Board harmless of, from, and against all claims, actions, damages, liabilities and expenses including attorney fees asserted against Old Zion Church or its Board Members on account of injuries to person or damage to property whether or not any such damages or injury may be caused either proximately or remotely, wholly or in part, by any act or omission, whether negligent or not, of the Old Zion Church or its Board Members or any of their agents, servants, employees, patrons, or guests (while such guests are on the rented premises) or any other person entering upon the rented premises under or with the expressed or implied invitation of Renter, or if any such injury or damage may in any other way arise from or out of the occupancy or use of Renter and his or her agents, employees, and guests of the rented premises. This paragraph is for the benefit of the Old Zion Church and Board of Directors only and no right of action will accrue to any third party by way of subrogation or otherwise.

8. **Authority of Renter:** If Renter is other than an individual, the undersigned individual represents that he/she has the authority to execute this Rental Agreement on behalf of Renter and further agrees to personally guarantee all liabilities of Renter hereunder.

PLEASE MAKE A COPIES OF THIS RENTAL CONTRACT AND SHARE THEM WITH:

- ◆ *Your Bridesmaids & Groomsmen*
- ◆ *Your Wedding Planner*
- ◆ *Your Decorator*
- *Your Florist*
- ◆ *Your Musicians*

Rental Contract

Old Zion Church, Reifsnyder Road, Brickerville, PA 17543

This rental contract is made between Old Zion Church, Reifsnyder Road, Brickerville, Pennsylvania (Landlord) and the undersigned Renter. The Renter acknowledges that s/he has had an opportunity to read the Rental Agreement, which precedes this Rental Contract prior to signing it. The Renter will complete this Rental Contract and return it to the Old Zion Wedding Contact. The Old Zion Wedding Contact will make copies of the Rental Agreement and this signed Rental Contract, then mail copies of both to the Renter. Those copies will serve as the Renter's proof that the church has been reserved in the Renter's name on the date s/he requested. The Renter agrees to be legally bound by all of the terms of the Rental Agreement and Rental Contract.

Date of Rental (MM/DD/YY): _____

Rental Window (two hours): ____ : ____ to ____ : ____ **Ceremony Start Time:** ____ : ____

Rental Fees:

\$600 (one-hour rehearsal & two-hour rental on day of wedding/event)

\$200 for each additional hour (# of additional hours requested: ____)

Total Due: \$ _____

Approximate Number of Guests You Plan to Invite (must be less than 200): _____

Rehearsal Date (MM/DD/YY): _____ **Rehearsal Time (one hour):** ____ : ____ to ____ : ____

Renter's Full Name: _____ Bride Groom Other: _____

If Renter is not the bride or groom, please provide the following:

Renter's Mailing Address _____

Home Phone _____

Work Phone _____

Cell Phone _____

E-Mail Address _____

I, _____, have carefully read and

(Printed Name of Renter)

understand the Rental Agreement and Rental Contract, have met with the Old Zion Wedding Contact, and agree to abide by the conditions outlined above.

Renter's Signature: _____ **Date:** _____

Old Zion Wedding Contact Signature: _____ **Date:** _____

IF YOU HAVE ANY QUESTIONS BEFORE OR AFTER SIGNING THIS CONTRACT, OR NEED TO CHANGE CONTACT INFORMATION, RENTAL TIMES, OR NUMBER OF GUESTS, PLEASE CONTACT:

*Dottie Boyd, Old Zion Wedding Contact, 117 Laurie Lane, Lititz, PA 17543
Home: (717) 626-4767 Cell: (717) 824-0904 E-mail: dottieboyd@gmail.com*

Contact Information

Wedding Date: _____ (MM/DD/YY)

Full Name of Bride: _____

Her Current Mailing Address _____

Home Phone _____

Work Phone _____

Cell Phone _____

E-Mail Address _____

Full Name of Groom: _____

His Current Mailing Address _____

Home Phone _____

Work Phone _____

Cell Phone _____

E-Mail Address _____

Your Wedding Coordinator's Information (or a person we can contact, if needed, on your wedding day/event):

Name _____ Wedding Coordinator Other: _____

Home Phone _____

Cell Phone _____

E-mail Address _____

Who and where would you like your \$200 refund mailed to after your wedding/event?

Full Name: _____

Mailing Address _____

Home Phone _____

Work Phone _____

Cell Phone _____

E-Mail Address _____

How did you hear about us?

Family Member Friend Google Search theknot.com Facebook Other

PLEASE RETURN TO:

Dottie Boyd, Old Zion Wedding Contact, 117 Laurie Lane, Lititz, PA 17543

Email Form