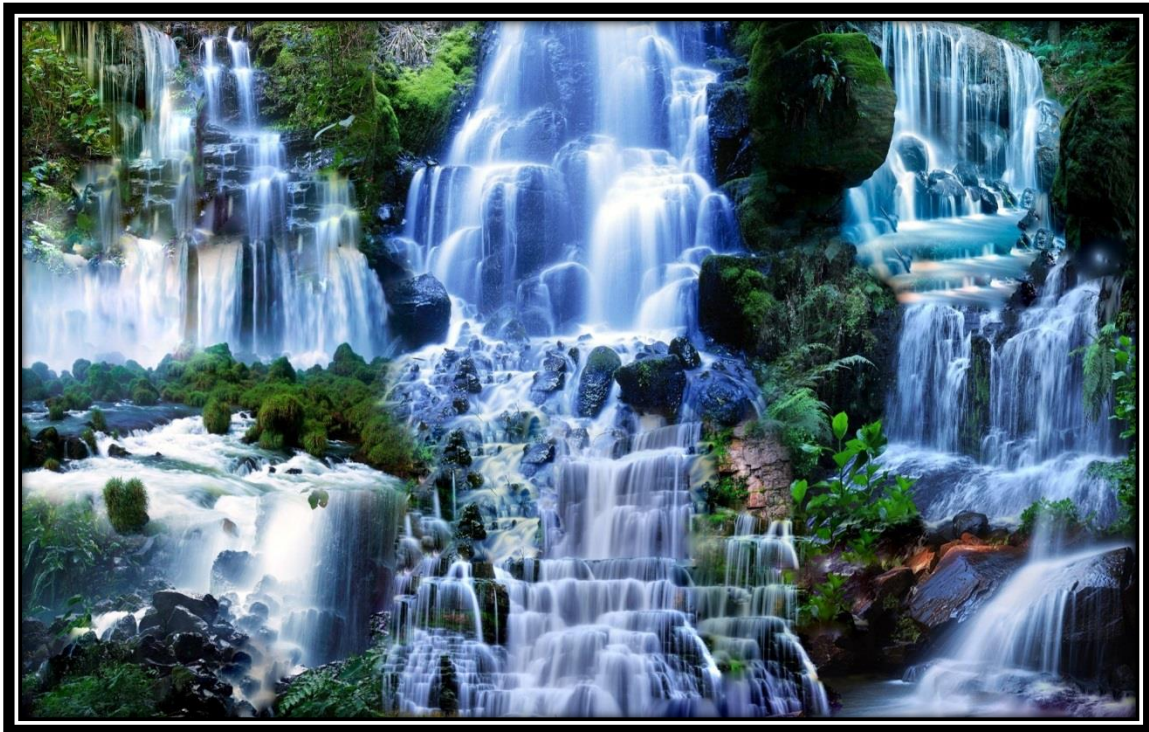


The Cascade Room

at

“The Falls”



~ Rental Agreement ~

"THE CASCADE ROOM AT THE FALLS"

RENTAL FORM

Date of Rental: _____ Time of Rental: _____

Person Reserving the Banquet Room: _____

Address: _____

City/State/Zip: _____

Phone: _____ Cell: _____

Email Address: _____

Banquet Facility Rental (*a la carte*) \$ _____

A La Carte Options (Dance Floor, Linens, etc...) \$ _____

Banquet Facility Rental w/ Package \$ _____

Additional Rental Time (*\$250.00 per hour*) \$ _____

Less Deposit Received \$ _____

TOTAL AMOUNT DUE \$ _____

Miscellaneous Info:

[] Contract has been signed and returned on _____ [

] I have enclosed my \$ _____ non-refundable deposit (based on the contract) made payable to Hickory Falls FEC on

_____. I understand that the deposit is due in order to hold the date/time, otherwise; the

date/time that I have selected will be forfeited. The contract should be returned within 14 days of the deposit being received. The

balance is due 60 days prior to the date of the event.

PAYMENTS

- Accepted forms of payment are Cash, Check, Visa, MasterCard, Discover and American Express.
- All checks to be made payable to Hickory Falls FEC – 110 Hickory Lane – Hanover, PA 17331
- A \$50.00 fee will be charged for all checks being returned for insufficient funds.
- A credit card must remain on file for any incidentals, property damages and/or overage fees.

DEPOSITS

- Booking deposits are required to secure your date. The signed agreement must be received by Hickory Falls FEC within 14 days from the date the contract was generated.
- All booking deposits for the **CASCADE ROOM** (a la carte) are half of the rental fee and are **non-refundable**.
- An additional deposit may be required when booking **A PACKAGE** and will be determined after meeting with the Events Coordinator from Hickory Falls FEC. All deposits for goods and services are **non-refundable**.
- Payment in full is required on chaffing dishes, utensils, etc.... when placing the order. This payment is **non-refundable** if the event is cancelled.

FINAL PAYMENT

- The final payment is due sixty (60) days prior to the scheduled event. If final payment is not received within this timeframe, the room will be forfeited and opened for the possibility of another booking.

CANCELLATIONS

- If you choose to cancel your event, **the booking deposit is non-refundable**.
- If you choose to cancel your event within thirty (30) days of the event, **the booking deposit, as well as, the final payment will be forfeited to Hickory Falls FEC**.
- If you choose to cancel your event, payment made for chaffing dishes, utensils, etc.... is **non-refundable**.

USE OF PROPERTY

- The rental of the **CASCADE ROOM** includes all amenities of the room, i.e., kitchen, restrooms, stage and outside porch area.
- No events may take place or can be set up on the lawn area.
- Use of the property is available at the discretion of Hickory Falls FEC, i.e., decorating, set-up, catering, etc....
- The capacity of the facility has a maximum occupancy of 399 people, based on the layout of the room.
- No loitering in the front of the building.
- If having a catered event or renting any equipment from an outside entity, it must be removed immediately after the event.
- A two (2) week notice is necessary when renting chaffing dishes, utensils, etc.... directly from Hickory Falls FEC. The renter is responsible for returning chaffing dishes, utensils, etc.... **in the condition they were received**. Payment for these items is due at the time of ordering.
- Hickory Falls FEC will not be responsible for any lost or stolen items.

USE OF PROPERTY (cont'd)

- Event must conclude based on the standard hours of the FEC or an additional charge will be assessed.
 - A **2-week notice** must be provided to Hickory Falls FEC when additional time is being requested for a rental.
 - \$100.00 per hour will be assessed **during** normal business hours.
 - In an event where a 2-week notice is not given, OR the event is being held **after the standard hours** of the FEC, a \$250.00/hour will be assessed.
- ***At the end of a rental, the renter and his/her guests must be cleaned up and vacated from the premises or a minimum overage fee of \$250.00 will be charged for every hour past the contracted time.***
- Table linens are not included in the rental fee, unless otherwise stated in a package.
- All attendees and caterers affiliated with the event are encouraged to use the private entry in the back of the building.
- Property from outside vendors must be delivered and picked up on the same day of the event, i.e., caterers, florists, DJ's, etc... Storing property from outside vendors to a future date is not acceptable.
- The renter is responsible for any loss or damage incurred to the premises by their helpers, hired staff, other service providers and their guests. Said damages for any property damage shall be the actual cost of any required repairs or replacement necessary to return the property to the initial pre-rental condition. The cost of the damage(s) will be payment to Hickory Falls FEC within 14 days from the date of the rental.
- If a renter and/or vendor require extra time and/or days to set-up/decorate for an event (outside of the standard 5-hour rental), it may be necessary to rent the Cascade Room for additional time/days.
- All contracts are based on a 5-hour minimum (*during normal business hours*) unless otherwise stated with a package.
 - Sunday – Friday ... \$350.00 for 5 hours
 - Saturday & Holidays ... \$600.00 for 5 hours (*Holidays will be determined by the Ownership Team*)
- All contracts offer an All-Day Rental option (during normal business hours)
 - Sunday ... \$700
 - Monday - Friday ... \$600.00
 - Saturday ... \$1,000.00

A wedding ceremony and/or wedding reception requires the All-Day Rental option.

NOTE: At the end of a rental, the renter and his/her guests must be cleaned up and vacated from the premises or a minimum overage fee of \$250.00 will be charged for every hour past the contracted time.

CATERING/OPEN FLAME

- No cooking is allowed on the porch area, i.e., charcoal grills, gas grills, fryers, etc....
- Catering companies are not permitted to cook on the lawn area.
- All catering companies must be self-contained with hot boxes or can complete the preparation of the meal within the kitchen at the facility or a self-contained kitchen or trailer. There is not a stove on-site at Hickory Falls FEC.
- The use of propane heaters inside the building or the outside porch area is prohibited.
- Fire extinguishers are accessible within the facility.
- Hickory Falls FEC absolves itself from any illness/injury due to food items from an off-site catering company and/or carried in by the renter.

PARKING

- Preferred parking is located behind the building for all guests, vendors, etc.... attending your event.
- Parking in the grass is strictly prohibited.

SMOKING

- Vendors, staff and guests must follow the smoking policy.
- No smoking or e-cigs are allowed inside the building or on the outside porch area.
- Smoking is allowed in the designated smoking areas in the lawn area behind the building.
- Smoking receptacles should be used always.

PETS

- No pets of any kind are permitted at the Cascade Room. Service dogs are excluded.

ALCOHOL CONSUMPTION

Hickory Falls FEC is a family-oriented establishment with a strict policy regarding the consumption of alcoholic beverages.

- Champagne and wine are permitted within the facility for toasting purposes and/or served with the meal.
- All alcoholic beverages must be kept in the ballroom facility and are not permitted in the Family Entertainment Center.
- No beer kegs, bottles or cans of any kind are allowed.
- The legal drinking age in Pennsylvania is twenty-one (21) years of age.
- The Management of Hickory Falls FEC has the authority to confiscate any alcohol if consumption becomes a dangerous situation and is the cause of damage to the property or does not adhere to proper behavior in a family environment.

CLEANING PROCEDURES

- General clean-up is included in the rental fee for the facility.
- All trash must be deposited in to the trash cans provided by Hickory Falls FEC.
- Clean-up is required to take place within your contract rental period.

