

Peace-Tohickon Evangelical Lutheran Church
100 Old Bethlehem Road
Perkasie, PA 18944
Phone: 215-257-3294
Email: adminassisstant@peace-tohickon.org

PAVILION RENTAL APPLICATION updated 8/02/24

With this application you will find a fee schedule, sample rental agreement, sample waiver and complete rules and procedures.
 Application questions to be directed to the church office.
 Completed applications to be returned to the church office.

Contact Information

Main Contact hereafter the User	
First name	Last name
Home Address	City, State and Zip Code
Phone	Email
Organization Information	
Organization Name	Website
Address	City, State and Zip Code
Email Address	Is an optional cover letter attached? yes _____ no _____

Relationship to Peace Lutheran Church

Member of Peace Lutheran Church <input type="checkbox"/> yes <input type="checkbox"/> no	Peace Lutheran Church Partner Organization <input type="checkbox"/> yes <input type="checkbox"/> no
Tax exempt or charity <input type="checkbox"/> yes <input type="checkbox"/> no	Outside organization or individual <input type="checkbox"/> yes <input type="checkbox"/> no

Impromptu use by members and partner organizations

No application, fees, or insurance documentation required
 Please check with church office to confirm your use does not interfere with any scheduled events

Event Details

Facility Request: Indicate date(s)/times you are looking to rent the space. Include all set up and take down hours.
Event Name:
Event Activities (in detail please)

Is this a public event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this a wedding <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be vendors? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will admission be charged? <input type="checkbox"/> Yes <input type="checkbox"/> No
Expected number of participants per hour and over length of event Participants per hour _____ Total participation _____			
Requested use for Pavilion <input type="checkbox"/> yes <input type="checkbox"/> no Includes kitchen, toilet rooms, parking Parking or grounds for activities <input type="checkbox"/> yes <input type="checkbox"/> no Consult church office for use of sanctuary or fellowship hall			
Peace furnishings/equipment (see fee schedule) Up to 10 tables and 80 chairs included (for additional, see specifications) Microwaves, refrigerator, and limited kitchen equipment included Gas grill/ flattop grill \$50.00 Other (list) <input type="checkbox"/> yes <input type="checkbox"/> no			
Anticipated parking requirements if more than 50 cars at any given time Maximum number of spaces per hour _____ Spaces per life of event _____			

Approved uses of the Pavilion

- Religious activities organized by Peace members
- Social gatherings for regular members and their guests
- Activities promoted by outside groups that meet regularly in our facility
- Community events sponsored by members and outside groups promoting good will and fellowship, including but not limited to:
 - Worship services
 - Athletic events
 - Musical presentations
 - Community picnic/service events
 - Private social events (weddings) by outside persons or groups will be considered individually and subject to Pavilion Committee approval on a case-by-case basis
- Impromptu use by members and regular patrons if not in conflict with scheduled events

Facility specifications

- The pavilion is 40ft x 80ft with a 40 x 60 open area. The remaining 20 x 40 contains two 9 x 11 handicapped accessible toilet rooms, a 10 x 16 pantry/kitchen, owner storage, and a 10 x 16 serving/presentation alcove at the front center.
- A 100 Amp single phase electrical service is available with multiple outlets in the pantry and outlets at every column. All areas are lighted. The electrical panel is in the storage area and access will be provided.
- The pantry/kitchen has a sink, counter space, refrigerator, and two microwaves available to users.
- There is no range, cook top, or fryers . Open flame devices are not permitted in the pantry/kitchen, or pavilion.
- The pantry/kitchen has multiple 20-amp electrical outlets for free standing electrical devices.
- There is a storage loft that is not accessible to non-member users.
- Ten tables with 80 chairs set up and taken down are included in the rental.
- Maximum seated capacity at 30 tables is 240.

Furnishings and Accessories

- The user brings all furnishings, appliances, serving products, and video/sound accessories needed unless specifically noted in the agreement.
- Owner's stored items are not available unless authorized and contracted for in your agreement.
- 10 Tables and 80 chairs are included with rental.
- Additional tables, chairs and other accessories may be available on request.
- WIFI is available to all users.

Parking and Grounds

- There is a maximum of 139 parking spaces available if no other events are running.
- There is no other parking available on neighboring properties, on the street, or on lawn areas.
- The parking lot can be made available for event activities if adequate parking is maintained and it does not impact owner activities in the main building.
- Parking signage, cones, and control, if required, is provided by the user.
- Lawn areas around the pavilion may be used for appropriate activities, (not parking) but should lawn restoration be required, the cost will be deducted from your security deposit.

Application, insurances, and fees

- Applicants must complete an application form. A cover letter will be helpful in approving large events.
- A fee schedule is provided with the application.
- Applications can be mailed, emailed or hand delivered. Call if hand delivering 215 257 3294.
- Applicants will be contacted after application has been reviewed.
- If the application is approved, you will be provided with an approved renter's agreement with fees and conditions.
- When the users (renter's) agreement is returned and approved, the event will be entered on the schedule.
- All fees and deposits are due NLT than 30 days prior to the event.
- Within 30 days of the event only the security deposit is refundable.
- Event security deposit, less expenses, will be returned within 15 days of the event.
- All non-member rentals require Peace-Tohickon Lutheran Church be listed as additional insured on the renter's insurance policy.

Rules and conditions

- Users will conduct activities in a manner consistent with Peace's mission, community standards and respectful of our residential neighbors.
- Operation hours are limited to 8 AM to 10 PM.
- Sound amplification devices for voice or music will be kept to a reasonable level.
- The Pavilion Committee has the right to terminate any agreement/event in violation of the user agreement.
- Peace will provide only the listed equipment and personnel specifically identified in the user agreement.
- There is no weather clause, and no refunds. If an event is impossible due an extreme weather event, we will work with the client to secure another date without additional fees.
- Alcohol use is prohibited by non-members in Peace buildings and grounds.
- Insurance certificate with limits of no less than \$1,000,000 will name Peace as additional insured.
- Signed Waivers are required for all non-member participants if the renter cannot provide an insurance certificate.
- Users are required to remove trash and return all keys and rented equipment at the event's end.
- Dumpsters and portable toilets provided by user, may be required for larger events.
- A pre-agreement orientation will be provided for all renters.
- The Pavilion Committee reserves the right to reject any application without cause.

- Sale of food , beverages, merchandise, or admission fees require advanced approval.
- If approved, temporary/mobile signs may be placed on Peace property within a week of the event.

Acknowledgement

- I have read and understand the rules, regulations and all the terms set forth in this document and the attached Peace Pavilion Rules and regulation and furthermore acknowledge:
 - I will be asked to leave and forfeit all fees if I or my guests are unable to comply with the rules and regulations as set forth.
 - I will be the only individual contacted regarding this use/rental.
 - I certify my event is in keeping with community standards for family content.
 - The volume of sound equipment considered to be in excess by Peace will be immediately reduced.

Application authorization

By signing below, I am guaranteeing that I have authority to represent and bind my organization. I certify the information on this application to be true to the best of my knowledge and my organization will be responsible for any consequential damages, including attorney fees, resulting from misrepresentation or fraudulent information on this application.

User Signature _____ Date _____

This is the end of the application process. You will be notified if the application is approved and provided with a renter’s agreement and statement of fees. When that portion (page 5 Rental Agreement) is signed and returned with the applicable fees the event will be scheduled.

FOR COMMITTEE USE ONLY

Application Approval _____ Date _____

Peace-Pavilion RENTAL AGREEMENT

100 Old Bethlehem Road

Perkasie, PA 18944

Phone: 215-257-3294

Email: adminassisstant@peace-tohickon.org

FOR COMMITTEE USE ONLY

Statement of fees		Applicable to this event	Date received
Full day Pavilion rental	\$300.00	_____	_____
Weddings and large group surcharge	\$200.00	_____	_____
Bride's room in Fellowship Hall included	\$0.00	_____	_____
Fellowship Hall only rental (70 people)	\$350	_____	_____
Sexton services (optional for members)	\$150	_____	_____
Refundable security deposit	\$250.00	_____	_____
10 Tables and 80 chairs in Pavilion included	\$0.00	_____	_____
Additional table and 8 chairs	\$15.00	_____	_____

Sexton labor charge includes

Orientation meeting (by sexton or committee member)

Open Pavilion for event

Equipment set up

Equipment take down & final cleaning

Additional Peace labor if required \$45 per hour negotiable _____

Total fees _____

Application	Required yes	Date received _____
Insurance certificates	Required yes ___ no ___	Date received _____
Waiver forms	Required yes ___ no ___	Date received _____

With acceptance of this RENTAL AGREEMENT your activity will be added to the official schedule. All remaining insurance certificates, rental fees, waivers, security deposits and equipment rental, are due as noted or NLT 30 days prior to the event at which time the rental fee becomes non-refundable.

USER/RENTER I accept all fees and conditions of the application and user's agreements

Authorized renter _____ Date _____

FOR COMMITTEE USE ONLY

Renter's Agreement received Date _____

Fees due no later than Date _____ Amount _____

Peace-Tohickon Evangelical Church _____

Date _____

WAIVER FORM

Peace-Tohickon Evangelical Lutheran Church

100 Old Bethlehem Road

Perkasie, PA 18944

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I, the undersigned, wish to voluntarily participate in the _____ (activity). In consideration for being permitted to participate in the _____(activity), at Peace-Tohickon Evangelical Lutheran Church, Perkasie, Pennsylvania 18944. I, the undersigned, fully recognizing the dangers and hazards inherent in the _____ (activity), and any related transportation, including personal injury, property damage, or wrongful death, as well as the unknown dangers and hazards which may arise in the course of my participation in the _____ (activity), do hereby voluntarily: Agree, for myself, my heirs and my personal representative, to defend, hold harmless, indemnify, release and forever discharge, to the broadest extent allowed by law, Peace-Tohickon Evangelical Lutheran Church, its trustees, officers, employees, agents, insurers, successors, assigns, from and against any and all claims, demands, actions, or causes of action on account of any damage to real or personal property or any personal injury or death that may result from my participation in the above _____ (activity). I have read this release, I understand it fully, I understand that it is legally binding, and I understand that, among other things, I am agreeing to indemnify Peace-Tohickon Evangelical Lutheran Church, for injuries, damages or losses I may cause and giving up rights to sue Peace-Tohickon Evangelical Lutheran Church, for injuries, damages or losses I may incur.

Activity and dates of participation _____

Participant signature _____ Date _____