

The Schoolhouse & Swan Tavern

(1897 Events, LLC)

6610 West Lake Road, Fairview, PA 16415 (814) 474-1897 gail@1897Events.net www.1897events.net

2020/21 Schoolhouse Contract.

THIS CONTRACT is between The Schoolhouse and the CLIENT. Contract specifies terms for the CLIENT'S use of venue located at 6610 West Lake Road, Fairview, PA, known as, The Schoolhouse & Swan Tavern.

EVENT DATE: _____ NAME OF EVENT: _____

CLIENT: Name _____

Address _____

*Contact Person _____

*Cell Phone Number _____

*Email address _____

*Event Start Time _____ *Event End Time: _____

*RENTAL START TIME _____ *RENTAL END TIME _____

Number of guests (EXPECTED TO ATTEND /NOT # invited) on Day of Event _____

BASE RENTAL FEES: Base rental **DOES NOT INCLUDE** banquet tables/chairs/linens. ****Base rental does include 4 hours on property including set up time and pack up time. Each event rents tables, chairs and linens from The Schoolhouse as needed per event. Extra time @ \$100/ hour.****

CIRCLE ONE:

1. ENTIRE PROPERTY: SAT-WED. \$500 – 4 hour exclusive use. Tavern not open to public.
2. ONE LEVEL ONLY: SAT-WED. \$350 (includes bartender). Tavern not open to public.
3. TAVERN + COURTYARD: SAT-WED. \$400 (May – October).
4. **TH/FRI:** Semi-private \$350 (rent Schoolroom level Only) while Tavern level **is open** to public.
5. HOLIDAY: SAT. or SUN. **+\$200** (New Years, Easter, Memorial, Labor, Thanksgiving, Christmas).
6. **Friday Night Rentals: The Schoolhouse may consider closing to the public on a Friday night for your event however minimum revenue will apply. Email to request details per event.**
7. REHEARSALS for weddings may be booked *within 30 days, if available*, at \$100 per hour.

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NON-REFUNDABLE DEPOSIT: Total Base Rental Fee circled on page 1 is non-refundable and due at the time of signing of this Contract. Once deposit **and** contract are received, the date is guaranteed.

GUARANTEED DATES:

A proposed event date is not held, and therefore remains open for another event. No date may be considered guaranteed until both the deposit and contract have been received. Once deposit and contract are received by 1897 Events the date is guaranteed.

DATE CHANGE: In the event the CLIENT requests changing the date of the booking, 1897 Events will make every reasonable effort to transfer the booking to the new date. The CLIENT agrees however that any date change ***after 3 days of original booking*** will be considered a forfeit of the non-refundable deposit. CLIENT agrees that a *new non-refundable deposit will be required to book a new date.*

CANCELLATIONS:

If the CLIENT cancels the event, **the CLIENT agrees that the Total Rental Fee is nonrefundable** and shall be retained by 1897 Events.

If CLIENT cancels WITHIN 7 DAYS of event **the CLIENT agrees to pay 50% of the proposed revenue** and expenses (ie. staff) to 1897 Events. 1897 Events will provide in writing said amount.

1897 Events *shall have the right to terminate this Agreement* if the CLIENT exceeds maximum capacity, fails to meet or violates any terms of this Agreement – note catering section.

FORCE MAJUERE:

In the event of an Act of God or for example Act of War, Government regulation, but not limited to these, neither party is responsible for any failure to perform its obligations stated herein if it is prevented or delayed in performing those obligations by an event of force majeure. **In this case, the nonrefundable deposit will be credited by The Schoolhouse to a new booking only as long** as the booking occurs within 12 months of the date contracted herein. Refunds will not be given for dates held longer than 3 days.

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ALCOHOL – PA Liquor License:

Alcohol, per PA LAW, MUST be purchased and served by Schoolhouse bar staff only. The Schoolhouse has a state licensed liquor license and will operate under all state laws. **NO OUTSIDE ALCOHOL IS PERMITTED IN OR ON PROPERTY. GUESTS MAY BE ASKED TO LEAVE FOR VIOLATION OF THIS LAW.**

The CLIENT acknowledges that the CLIENT is responsibility for the proper, responsible and lawful consumption of alcoholic beverages by their guests at The Schoolhouse during the event described herein. **Condoning, allowing, encouraging or ignoring underage or excessive drinking may result in termination of the event.**

RESPONSIBILITY:

1897 Events is not responsible for damage to or loss of any articles or property left at the Schoolhouse prior, during or after the event. The CLIENT agrees to be responsible for any damage done to the Schoolhouse by the CLIENT, the CLIENT's guests, invitees, employees, vendors, or other agents of the CLIENT. Further, 1897 Events shall not be liable for any loss, damage or injury of any kind or character to any person or property caused by or arising from any act or omission of the CLIENT or the CLIENT's guests, invitees, employees, vendors or other agents, from an accident or causality by the failure of the CLIENT to maintain the premises in a safe condition or arising from any other cause. **Items left after the event and not claimed and retrieved within 48 hours will be donated.**

PROPERTY: Rules and Regulations.

1. **Set up/Pack up** to occur *within* the rental hours booked. Extra time @ \$100/hour.
2. If guests stay after contracted hour to extend /pack up, client will be charged \$100 per hour.
3. **CHALKBOARDS: 120 year old slate. Chalk is provided. Other chalk MUST be tested prior to use or additional fee may be incurred for professional removal. \$50-\$100.**
4. **Decorations:** There may be no nails, tacks, staples, scotch tape, command hooks used. The only approved tape is painter's or drafting tape and *all must be removed at close of the event.*
5. **Please no birdseed, rice, glitter, confetti** will be permitted in or outside.
6. **Faux flowers at Ceremony site must be completed picked up after use.**
7. **There can be no fireworks or lantern send offs on property due to neighbors.**
8. **Music:** All outdoor music must end by 10pm. Respect for neighbors must be observed.
9. **Candles** permitted if *contained in a glass votive.* No open flame may be used due to fire hazard.

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CATERING:

Events with over 40 guests expected to hire a *FULL SERVICE Caterer to provide all food and service to and for guests. See below for expectations of FULL SERVICE.

Under 40 guests, CLIENT may bring in food understanding that CLIENT is responsible for all expectations that a FULL SERVICE Caterer would be responsible for:

***FULL SERVICE is responsible for:** all food, food safety, proper heating and cooling, all food service and utensils, all plates, guest utensils, napkins (unless linen napkins rented from Schoolhouse) table service = removal of all food items from tables and areas in and outside The Schoolhouse when applicable, retaining venue cleanliness, proper food trash, proper guest hand sanitizing, wipe down of farm table/food buffet area and pack up all food related items.

Events considering self catering, food truck or food drop off?

FOOD SERVICE STAFF REQUIRED. CLIENT required to hire (a non guest) for food service of tables/trash/catering responsibilities (see FULL SERVICE expectation above) or **CLIENT MAY REQUEST THE SCHOOLHOUSE TO HIRE STAFF PERSON(S) FOR AN EVENT IF FULL SERVICE CATERER IS NOT HIRED, @ \$25 per HOUR/STAFF.**

RENTAL / SET UP OF ITEMS:

Tables, Chairs and Linens in the Schoolroom are not included in the Base Rental.

Banquet 6ft, high top and/or 5 ft round tables (\$10 each), Chiavari chairs (\$5 each) or ivory linens (\$10 each) are rented by CLIENT from The Schoolhouse *as needed per event*. Tavern seating is as is. Cleaning fee is **included** in linen rental. Set up and take down fees **included** in rental of tables and chairs. If Chiavari chairs are rented and the ivory cushions need to be cleaned or replaced after the event, CLIENT may be charged \$10 per cushion. **All rented tables, chairs and linens will be set prior to your arrival by Schoolhouse staff.**

OUTDOOR CEREMONY CHAIRS

There is no additional fee for utilizing the outdoor CEREMONY site at the WEEPING BEECH TREE, however if Chiavari chair set up is requested, **there will be a \$50 fee for staff transport to and from Ceremony site.** Cost of chairs will only be charged once.

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***ESTIMATED RENTAL SPECS and BAR SERVICE:**

*Client not responsible for estimate unless event is canceled within 7 days of event:

Tables (rounds or high tops) @ (\$10) _____ # Chairs @ \$5 _____ # Ivory Linens @ \$10 _____

BAR. Check one that *most likely* applies **at this time** for bar service: # "of age" guests _____

___ Open Bar, no exclusions ___ *Generals Package ___ *Captains Package ___ *Lieutenant's Package

___ Add IPA's to package **Custom:** ___ Beer and Wine & Signature Cocktail ___ Mimosa Bar

___ Mimosa and Bloody Mary Bar ___ No alcohol. **(See website *Package costs under PRICING tab).**

___ Lemonade and IceTea Drink Dispensers. (Bartender \$50 Cash bar 1/50. Pkg < 50 or Cash Bar)

SCHOOLHOUSE STAFF TO COMPLETE: *ESTIMATED TOTAL FOR EVENT:

I. Base Rental \$ _____ . (4 hours total on property).

II. RENTAL ITEMS total of Tables, chairs and linens \$ _____

III. Bar Estimate to include alcohol, bartender, service \$ _____.

IV. **IF Applicable:**

Additional hours for set up/load in/pack up = # _____ @ \$100/hour = \$ _____.

V. Staff: 1/40ppl #Staff? _____ @ \$25/hour \$ _____ from _____ AM/PM to _____ AM/PM.

VI. EVENT or WEDDING PLANNING SERVICES @ \$60/hour (2 hr. min). \$ _____.

VII. TOTAL EVENT ESTIMATED COST \$ _____ less deposit

(Checks payable to "1897 Events"). FINAL BILL to be paid on day of event, to include rental items and bar service. Mail signed Contract to: 1897 Events, 6610 West Lake Road, Fairview, PA 16415.

CLIENT Signature: _____ Date: _____

