

## HISTORIC POOLE FORGE, INC.

### 2010 PROCEDURES, RULES AND REGULATIONS FOR SPECIAL EVENT RENTAL FACILITIES

In renting Historic Poole Forge for social and meeting functions, clients and their outside vendors understand that the historic property requires stringent rules and regulations for use.

Historic Poole Forge, Inc reserves the right to accept or reject any application for the use of Historic Poole Forge that is felt to be inappropriate to the property.

1. All persons applying for the use of Historic Poole Forge must be twenty-one (21) years of age or older.
2. To confirm a verbal reservation, the client must pay a nonrefundable deposit on the rental fee equal to one half the total rental fee when returning all copies of a completed and signed reservation contract. Checks should be made payable to "Historic Poole Forge, Inc." Upon approval by the HPF Coordinator, the client will receive a receipt and a signed copy of the contract. All fees are based on eight (8) hours use. For events needing additional time for set up and/or clean up, arrangements will be made with the Event Coordinator. All arrangements for the rental period must be confirmed with the HPF Coordinator no less than thirty (30) calendar days prior to the function. Events will end no later than 11:00 PM.
3. Clients requesting special uses of facility grounds must make arrangements with the HPF Coordinator and Historic Poole Forge, Inc. Historic Poole Forge, Inc. reserves the right to reject requests for special uses if they are felt to be inappropriate to the park setting.
4. The balance of the rental fee is due ninety (90) calendar days prior to the event date. If such fee is not paid within the required time, Historic Poole Forge, Inc. will cancel the rental. There will be no refunds granted regardless of whether the cancellation occurs at the request of the client or because of the failure of the client to pay the balance of the rental fee within the 90-day period. Any cancellation of an event by the client must be submitted in writing.
5. The client must pay a \$ 400 damage deposit due no less than ninety (90) calendar days prior to the event. Damage deposits must be made payable to "Historic Poole Forge, Inc.". If Historic Poole Forge is left in the same condition as received, the damage deposit will be returned within seven (7) calendar days after the event. If there is parking anywhere other than the designated 30 parking spots or guest parking at the fire hall, damage, breakage, theft or need for excessive clean up, the amount to cover such occurrence will be retained by Historic Poole Forge. If the cost exceeds \$400, the client will be billed for the balance.

6. The HPF Coordinator must be notified of all caterers, tent providers and commercial vendors to be used. All caterers, tent providers and commercial vendors are required to procure and maintain during the life of the contract all of the insurances with the coverages and amounts as shown below from an insurance company or companies properly licensed and satisfactory to HPF.

a) Workers Compensation and Employers Liability Insurance:

(1) Statutory; amounts and coverages as required by law

(2) Employer's Liability

Minimum limits necessary to satisfy umbrella or excess requirements but not less than \$100,000 per accident/ \$500,000 per disease policy limit/ \$100,000 per disease.

b) Comprehensive General Liability

(1) Bodily Injury Liability Including Personal:

\$1,000,000 each occurrence/ \$2,000,000 aggregate

(2) Property Damage Insurance

\$1,000,000 each occurrence/ \$2,000,000 aggregate

c) Vehicle Liability Insurance; including coverage of owned, non-owned, and hired vehicles with limits not less than stated below:

(1) Bodily Injury Liability & Property Damage Liability

\$1,000,000 combined single limit

d) Liquor Liability (caterers only if serving liquor):

(1) \$1,000,000

e) Umbrella Coverage:

(1) \$1,000,000

Caterers, tent providers and commercial vendors shall name Historic Poole Forge, Inc. as additional insured including completed operations on a primary and noncontributory basis. Certificates of Insurance and all other certificates deemed necessary must be submitted no less than thirty (30) calendar days prior to the event. All caterers will be required on an annual basis to submit to the HPF Coordinator a signed copy of the Caterer's Agreement Form.

7. Unusually large events may require special arrangements between the HPF Coordinator and the Historic Poole Forge board.

8. Alcoholic beverages (only beer, wine or champagne) may be provided to the guests by the client, but may only be served by trained bartenders who are acting as employees of the caterer. . No hard alcohol is allowed on Historic Poole Forge property. The caterer and bartender are responsible for the amount of alcohol consumed by guests. Bars must be attended at all times and must close thirty (30) minutes prior to the end of the rental period. Bars may only be set up in specified areas. Proof of insurance providing Liquor Liability in the amount of

8. Continued:

\$1,000,000 must be submitted to HPF no less than (30) calendar days prior to the event. Serving or providing alcoholic beverages to minors is prohibited. The sale of alcoholic beverages is prohibited All alcohol must be confined to the reception area.

\*\*All caterers, tent providers and commercial vendors must have current proof of insurance on file with Historic Poole Forge. Please note item #6 for complete details.

9. No smoking in any park building or playground area.

10. The noise level of the event and the music outdoors will be monitored by the HPF Coordinator on duty. If the sounds are too loud the client will be required to adjust the noise to an acceptable level. No outdoor music and/or public address systems are permitted after 10:00 p.m. Bandleaders or D.J.'s must contact the HPF Coordinator no later than one (1) month prior to the event to review the conditions for outdoor music in the park.

11. Client's guests and outside vendors must park their vehicles in designated parking areas: 30 parking passes are provided for the client for parking on site at HPF, all other guests of the client must park at the designated parking location at the Caernarvon Fire Hall parking area that has been negotiated for the client by HPF. The client is responsible for arranging transportation from the Fire Hall parking area to and from HPF. Fire regulations prohibit blocking the entrance driveway with parked vehicles.

12. Historic Poole Forge reserves the right to eject anyone from Historic Poole Forge property who is deemed by its representatives to present him or herself in a disorderly fashion. The HPF Coordinator or his/her representative will be present at the rental site or park grounds during the rental period.

13. The following activities are prohibited at Historic Poole Forge:

- a. Throwing rice, birdseed, paper hearts or other items deemed hazardous to the natural setting of Historic Poole Forge.
- b. No open flames or bonfires.
- c. Releasing of helium balloons.

14. Clients or vendors requesting to decorate the covered bridge must discuss plans with HPF Coordinator and Historic Poole Forge. All decorations must be pre-approved and initiated as planned.

15. **All vendor refuse must be removed from the premises by the vendors.** Vendors must supply all trash bags and/or trash receptacles.

16. Any equipment brought to Historic Poole Forge for the purpose of the rental must have prior approval for use from the HPF Coordinator and may only be placed in areas designated by the HPF Coordinator. All equipment must be removed within twelve (12) hours after the scheduled event. In some instances, the HPF Coordinator may require equipment to be removed prior to the twelve (12) hours. Other than the tent removal all other equipment will be removed in the stated time allotment. Historic Poole Forge is not responsible for equipment left on the premises.

17. The client accepts responsibility for the activities and actions of any outside vendors present at Historic Poole Forge to provide services for rental. Historic Poole Forge, Inc. reserves the right to prohibit certain outside vendors based on poor previous experience. If any of the outside vendors exceed the two (2) hour clean up time allowed, the client shall be charged for the additional time used. Historic Poole Forge may request proof of outside vendor's liability insurance with Caernarvon Township and Historic Poole Forge named as additional insured if outside vendor's activities are felt to present a risk to park visitors and/ or park facilities. In the event an outside vendor cannot provide proof of liability insurance the client may be requested to provide proof of his/her liability insurance; naming the outside vendor, Historic Poole Forge, Inc and the county as additionally insured. It is the client's responsibility to see that proof of insurance is furnished to Historic Poole Forge, Inc.

18. The client accepts responsibility for the activities and actions of all guests and agrees to adhere to the conditions of this contract.

19. Historic Poole Forge reserves the right to make such additional rules and regulations pertaining to Historic Poole Forge as may be in the public interest.

**HISTORIC POOLE FORGE INC.**

**EVENT AGREEMENT FOR RENTAL OF PARK FACILITIES**

**\*\*WEDDING AND RECEPTION AGREEMENT\*\***

DATE OF EVENT: \_\_\_\_\_

BRIDES NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PARENTS NAMES: \_\_\_\_\_

BEST TIME OF DAY TO CONTACT: \_\_\_\_\_

GROOMS NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PARENTS NAMES: \_\_\_\_\_

\*\* All caterers and tent providers must have current proof of insurance on file with Historic Poole Forge. Please note contract item # 6 for complete details.

\*\* Historic Poole Forge is a community park and will not normally be closed for a private event.

\*\* Weather is beyond our control, heavy rains may interfere with available parking, and in extreme situations, use of the park.

**I have read and agree to abide by the regulations for rental of  
Historic Poole Forge, Inc.:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Historic Poole Forge Inc. \_\_\_\_\_ Date: \_\_\_\_\_

**Event Costs and Deposit:**

Number of Guests: \_\_\_\_\_

Total Due: \_\_\_\_\_

Deposit (50%) Due: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ Check No. \_\_\_\_\_

Security Dep. Amt: \$ 400 \_\_\_\_\_ Date Received: \_\_\_\_\_ Check No. \_\_\_\_\_

Final Payment Amt: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ Check No. \_\_\_\_\_

(Deposit and Security due 90 days prior to event, on \_\_\_\_\_, 2010)

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**Vendor Information:**

Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

Alcohol: Yes \_\_\_\_\_ No \_\_\_\_\_

Vendor Agreement and Insurance Rec'd: \_\_\_\_\_

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Tent Provider: \_\_\_\_\_ Phone: \_\_\_\_\_

Vendor Agreement and Insurance Rec'd: \_\_\_\_\_

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Other Vendors: \_\_\_\_\_ Phone: \_\_\_\_\_

Vendor Agreement and Insurance Rec'd: \_\_\_\_\_

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Other Vendors: \_\_\_\_\_ Phone: \_\_\_\_\_

Vendor Agreement and Insurance Rec'd: \_\_\_\_\_

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