



P.O. Box 303
Lewisburg PA 17837
info@lewisburgclub.com

Facility Use Agreement

On this _____ day of _____, 20____, this agreement is entered into by and between The Lewisburg Club, Inc., of 131 Market St., Lewisburg, Union County, Pennsylvania herein after referred to as "The Club" and

(Please print Party's' name/phone/email address)

(Address) (City) (State) (Zip Code)

Here-in after referred to as "The Party".

Intended Use

For the purpose of a private party, The Club agrees to make available the use of the rooms as indicated below by a check mark placed on the line next to the room or rooms The Party wishes to use of this _____ day of _____, Commencing on or about _____ (a.m. /p.m.) and ending on or about _____ (a.m. /p.m.) for a total of _____ hours.

- _____ Pine Banquet Room located on the second floor (180 person max). (\$200)
- _____ KITCHEN use for prep and clean up (\$100). Plates and cutlery negotiable.
- _____ Parlor Room located on the second floor (25 persons max). (\$50)

- _____ Board Room located on the first floor (18 person max). (\$35)
- _____ Recreation Room located on the first floor. (members only) (\$100)
- _____ Setup and tear down fee for tables and chairs (\$50)
- _____ Projector (VGA type cable available, Mac's need your own adapter) (\$25)
- _____ Linens on your own or contact <http://washtubslaundry.com> and mention Lewisburg Club

Club Events and Individual Member Discounts

Fundraising Events of the Lewisburg Club member clubs (Lewisburg Rotary Club, Lewisburg Sunset Rotary Club, Lewisburg Lions and Lewisburg Kiwanis) are held without charge to the member club. If alcohol is to be served, the Lewisburg Club will provide a bartender. Payment for the bartender will be the responsibility of the member club and the going rate of \$25 per hour, two hour minimum. Please see below for further details regarding alcohol and related notes.

Members of the Lewisburg Club are eligible for discounts on room rentals. Please contact your club officials for details.

Security Deposit

The Party shall pay a security deposit in the amount of \$100 mailed to the Treasurer of the Lewisburg Club at the PO Box listed above. The security deposit will be applied to the usage fee unless one of the following occurs:

- The Party cancels this agreement then said security deposit will be forfeited by The Party and will be retained by The Club.
- Any damages to the property and/or its contents that may be caused by actions under the control of The Party. Damages caused by the actions under the control of The Party include but are not limited to damages to the real property, equipment, fixtures, game tables, furniture, pictures, carpet and the other items situated on the premises but not specifically addressed in this Facility Use Agreement but are considered part of The Club.
- There will be a \$25.00 per hour cleaning fee if The Party does not satisfactorily clean up the premises to The Club's standards.
 - Floors swept, any spills mopped, trash removed to dumpster
 - No glitter, please.
 - No smoke machines allowed. There will be no smoking at the side entrance of the building. If you need to smoke, you can do so outside at the front or back of the building.

Alcohol and Bartender

If alcohol is to be served, it must be done under the supervision of the Club bartender.. The fee for the bartender is \$25/hour and a two hour minimum is required. For champagne toasts, “dollar dances”, open (prepaid) bars, kegs, etc, special provisions may be negotiated. This applies to both Club events, and private events.

Repairs

The cost of said repairs shall be paid by The Party after first deducting the security deposit. Failure by The Party to pay said costs will force The Club to file suit in the courts of the Commonwealth of Pennsylvania to seek recovery of said costs, including legal fees incurred as the result of taking legal action.

The Club shall contract with local contractors to make all repairs on the premises resulting from damages caused by The Party.

The Club will purchase replacements of equipment, fixtures, game tables, furniture, pictures, carpet and other items, of comparable quality and value, damaged by The Party.

Entire Agreement

This agreement shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this agreement shall not be binding upon either party except to the extent incorporated in this agreement.

In witness of the above, each party to this agreement has caused it to be executed at The Club on the date indicated below.

The Lewisburg Club, Inc.

[Print Name of The Club Representative] [Signature of The Club Representative] [date of signing]

The Party:

[Print Name of The Party] [Signature of The Party] [date of signing]

[Print Name of The Party] [Signature of The Party] [date of signing]
