

**The Gettysburg Academy LLC  
Special-Event Rental CONTRACT  
Use Agreement**

Renter \_\_\_\_\_  
Address \_\_\_\_\_

Renter Signature \_\_\_\_\_

Date \_\_\_\_\_

**The above “renter” hereby agrees with The Gettysburg Academy and its owners and appointed representatives to the following use agreement:**

A deposit totaling 50 percent of the fees will be made at least 80 days in advance, based on the projected total headcount. FINAL headcount, with FINAL payment is due 30 days in advance. Typically, minimum number of guests for private indoor events is 25. Each even is uniquely considered.

The balance of all fees will be paid no later 30 days in advance of the event start date.

Renter will provide a certificate of insurance covering all liability, including liquor liability, with a minimum coverage of \$1 million for liquor liability and \$1 million for general liability, totaling \$2 million. The Gettysburg Academy will be listed as “an additional insured” on said certificate. This certificate should be supplied to The Gettysburg Academy no later than 30 days before a wedding. The same shall apply to other special events offering alcohol. Special events NOT offering alcohol will provide an insurance certificate for a negotiated amount, to be noted in this contract.

Renter is responsible for certificates of insurance for ALL vendors, and proof of certificates must be presented to The Gettysburg Academy. For weddings, these certificates are due 30 days in advance of the event date.

Alcohol is permitted as long as it is **not being sold** and proper liability insurance is obtained and presented to The Gettysburg Academy.

Alcohol **cannot be sold**,, the ONLY exception is if proper evidence is given to The Gettysburg Academy and provided to the renter by the Adams County Liquor Control Board. This approval must be given at least 15 days before the event. This should be a special-occasion permit OR a one-day license. The allowance of sales will be granted only to non-profit organizations.

Consumption of alcohol is restricted to the rented event areas and may NOT be extended to parking areas, sidewalks or any public property.

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Event vendor names must be submitted to The Gettysburg Academy no later than 30 days before the event.

An outline of event activities should be submitted to The Gettysburg Academy no later than 30 days before an event.

Renter agrees to adhere to parking regulations and possible parking fees and/or fines.

Parking in restricted areas will result in cars being towed.

Driving onto the grass is prohibited unless special arrangements have been made and are noted on this contract.

Renter assumes responsibility for booking, managing and clearing **all vendors**, unless otherwise negotiated and noted on this contract.

Decorations and related items must be approved no later than 30 days before the event.

The use of nails, wires, tape or any item that may damage the historic building are strictly prohibited.

Decorations cannot be hung from the chandeliers.

All supplies like extension cords, small speakers, batteries, etc., are the responsibility of the renter.

All vendor equipment, decorations and related items must be removed at the end of the event. If a tent is rented, removal date must be agreed-upon and noted on this contract. This policy is guided by the Borough of Gettysburg event ordinance, which is subject to change.

Lighted candles and sparklers are strictly prohibited (inside and out).

Firepits or any type of open flame are prohibited.

Fireworks are prohibited.

Weapons are strictly prohibited on The Gettysburg Academy property. Military-related events or military dress uniforms should be discussed and noted on this contract. Reenactor weapons should be void of black powder when on the premises.

Smoking, vaping and the use of tobacco and related products are not permitted inside the building or at the main-event site. A designated smoking area will be determined by The Gettysburg Academy. Smoking, tobacco and related products includes but is not limited to: cigarettes, cigars, pipes, vaporizers, e-cigarettes, snuff, dip and chewing tobacco.

\_\_\_\_\_ Renter Initials

Drugs, including marijuana, are strictly prohibited on The Gettysburg Academy property. The use of and or possession of any of the tobacco-products mentioned above, even if prescribed to the user, is strictly prohibited on The Gettysburg Academy property.

All decorating, set up and clean up must be done within the contracted rental period. Any exceptions must be discussed and noted on this contract.

All items brought onto the property are the responsibility of the renter. The Gettysburg Academy is not responsible for items left behind after the expiration of the rental period.

The Gettysburg Academy welcomes trained service animals inside The Gettysburg Academy building.

All furniture and décor inside The Gettysburg Academy will remain in its place and shall not be removed from the building or moved to different rooms. Any and all damage to or loss of such items will be the responsibility of the renter.

Due to Borough of Gettysburg noise ordinances, music and other entertainment must end by 10 p.m.

Renter is responsible for any and all damage or loss that occurs during the contracted event period, including outdoor and indoor spaces.

Renter shall defend, indemnify and hold harmless The Gettysburg Academy and its owners, employees, contractors, volunteers, officers and agents against and from any and all liability of claim of liability for personal injury, death or property damage (including reasonable attorney fees) arising from the use, conduct, operation or management of the event by the renter and its agents, vendors, contractors, employees, licensees or invitees.

The Gettysburg Academy reserves the right to remove anyone from its property at any time.

The Gettysburg Academy owners and their appointed representatives reserve the right to refuse service of alcohol to anyone attending the event.

The Gettysburg Academy reserves the right to cancel this contract if renter or its invitees, contractors, vendors, employees or agents fail to vacate the premises when asked to do so. No refunds will be given.

The Gettysburg Academy reserves the right to cancel this contract at any time with no refund if this user agreement is not followed.

\_\_\_\_\_ Renter Initials



### Special-Event Worksheet Planner

|                                                                     |  |
|---------------------------------------------------------------------|--|
| <b>Name of RENTER</b><br><i>(of person responsible for payment)</i> |  |
| <b>Name of Event</b><br><i>(xxx's wedding, etc.)</i>                |  |
| <b>Event Coordinator &amp; Contact Phone</b>                        |  |
| <b>Date of Event</b>                                                |  |
| <b>Rental Start Time</b>                                            |  |
| <b>Event Time</b>                                                   |  |

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|                                             |  |
|---------------------------------------------|--|
| <b>Rental End Time</b>                      |  |
| <b>Number of Guests</b>                     |  |
| <b>Caterer Name &amp; Contact Phone</b>     |  |
| <b>Music Vendor &amp; Contact Phone</b>     |  |
| <b>Furniture Vendor &amp; Contact Phone</b> |  |
| <b>Other Vendors &amp; Contact Phone</b>    |  |

**NOTES:**

\_\_\_\_\_ Renter Initials

**Areas of Property to be used for event:**

- Outside East Yard
- Outside Back Patio
- Outside Bathrooms
- Inside Dining Room
- Inside Main Parlor (downstairs, west side)
- Library
- Kitchen
- Upstairs (all rooms, overnight)
- Upstairs (all rooms, NOT overnight)
- Rebecca Eyster Room (overnight)
- Rebecca Eyster Room (NOT overnight)
- Thaddeus Stevens Room (overnight)
- Thaddeus Stevens Room (NOT overnight)
- Tillie Pierce Room (overnight)
- Tillie Pierce Room (NOT overnight)
- Samuel Schmucker Room (overnight)
- Samuel Schmucker Room (NOT overnight)
- Basil Biggs Room (overnight)
- Basil Biggs Room (NOT overnight)
- Three-Room Combo (Pierce, Schmucker, Biggs) (overnight)
- Three-Room Combo (NOT overnight)

**NOTES:**

\_\_\_\_\_ Renter Initials

**The Gettysburg Academy will provide the following:**

- The selected sites and rooms
- Up to 15 36" white tables (if desired and available)
- Up to 45 white chairs (if desired and available)
- A "walkthrough" meeting with the event coordinator and all vendors (no longer than 2 hours)
- Access for vendor drop offs before the day of the event (three days' notice required)
- Breakfast for overnight guests
- Parking as discussed during the booking process
- A Gettysburg Academy representative on-site for the duration of the event to provide information and to serve as the venue's oversight. This representative is NOT responsible for event coordination including set up, tear down, decorations, etc. or vendor management.

NOTES:

\_\_\_\_\_ Renter Initials

**FEES**

|                                     |  |
|-------------------------------------|--|
| <b>Base Rental Period</b>           |  |
| <b>Inside Rooms (overnight)</b>     |  |
| <b>Inside Rooms (NOT overnight)</b> |  |
|                                     |  |
|                                     |  |
|                                     |  |
|                                     |  |
|                                     |  |
|                                     |  |
| <b>TOTAL</b>                        |  |
| <b>DEPOSIT</b>                      |  |
| <b>BALANCE DUE by:</b>              |  |
|                                     |  |

\_\_\_\_\_ Renter Initials

## SIGNATURES

I have read and understand the user agreement, notes and amendments to this contract.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
The Gettysburg Academy

\_\_\_\_\_  
Date

\_\_\_\_\_ Renter Initials