



Beneficial Society Victor Emmanuel II

311 Hazel Street • Reading, PA 19601 • Phone: (610) 375-2431



PAVILION RENTAL APPLICATION

Name of Group / Individual: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Type of event: _____ Event Date and Times: _____

Number of people: _____

Person / Company providing Catering: _____

Rental Fees:

Up to 100 people:	\$150.00
101 to 150 people:	\$250.00
151 to 300 people:	\$350.00
Over 300 people:	\$450.00

Total Fee: _____

\$100 deposit due with completed application, signed Rental Policy & Guideline page.

There is no refund for cancellation.

I (WE), THE SPONSOR, assume full responsibility for any damages to Victor Emmanuel II equipment and property. Furthermore, I (we) understand that Victor Emmanuel II will not be held liable for any injury or damage which may occur to me, my guests, and our property during our use of the premises.

Renter signature: _____

Date: _____

VE II Mgr Signature: _____

Date: _____



Beneficial Society Victor Emmanuel II

311 Hazel Street • Reading, PA 19611 • Phone: (610) 378-3421



PAVILION RENTAL POLICY AND GUIDELINES

RENTER:

Renter must be 21 years or older, and a member of Victor Emmanuel II in good standing. Renter must be present throughout the period of rental including set-up and clean-up periods and until the last guest has vacated the premises.

Total number of people may not exceed the recorded number on the agreement application without prior approval. All participants and activities are to remain within the boundaries of the rental premises. It is the responsibility of the renter to monitor and be accountable for the conduct of all guests, adherence to all RULES and REGULATIONS of the Society staff on duty.

RENTAL HOURS:

Rental hours are 09:00 am to 9:00 pm. including set up and clean up time. All persons including the renter must vacate the premises at the stated time on this rental agreement at conclusion of the event.

RESTROOMS:

Portable outdoor facilities will be provided by Victor Emmanuel II. (Men's and Ladies)
Price is included in rental fee.

PARKING:

Parking is only allowed in the designated parking areas. Driving on the walking path or parking on the grass (other than designated areas) is strictly prohibited.

CATERING ONLY:

No cooking is permitted – Only Catering companies listed on Victor Emmanuel II recommended list are allowed and must be identified on application. A Caterer's list is provided with application packet.

SETTING-UP:

Set-up (e.g. decorating, arranging) may commence no earlier than the starting hour stated in the rental agreement. The Renter must adhere to the following rules:

RULES AND REGULATIONS

PROHIBITED ITEMS

- Bottles and glass containers.
- Firearms, fireworks or weapons of any kind
- Fires and gas grills, charcoal grills, grills of any kind
- Open candles, incense, mosquito coils, lanterns, citronella buckets, tiki torches, and any apparatus that requires an open flame, or burning that may become a fire source
- Digging, stakes or other objects penetrating the ground surface
- Constructing or erecting any structure, including tents, shacks, temporary shelters, awnings, mechanical equipment, etc
- Smoking is prohibited in the pavilions and only allowed at designated smoking area.
- Intoxication , consumption or possession of illegal substances, fighting, bullying, excessive noise, or using vulgar, threatening, abusive, indecent or insulting language or gestures to others.
- Illegal activities e.g., gambling, sale/use of illegal drugs, or consumption of alcohol by minors
- Removing property from the pavilion or moving such equipment from its designated location.
- Defacing, removing, or cutting plantings, building structures or fixtures, or any other property
- Any pets or animals, with the exception of service dogs for the impaired
- No loud music
- Nails, Tacks or Staples. Do not attach decorations by nails, tacks or staples on pavilion poles, picnic tables, etc
- Loitering within the property after facilities are closed
- Entry/access to the adjacent trail (climbing over fence) from our property is prohibited.
- No bicycles, skateboards etc. are allowed on parking lot.

- A. Decorations must not deface the facility. Renter will be held accountable for any damages incurred.
- B. Only **painter's tape (BLUE or GREEN)** may be used to decorate. Nails, thumb tacks, staples, duct, adhesive or masking tape and any other means of securing decorations that would cause damage to the surfaces, etc. are not to be used. Tape and any residue must be removed from picnic tables and structure.

CLEAN-UP:

All garbage must be deposited in the designated trash receptacles. Renter understands that if their activity or event does not end on time and/or clean-up responsibilities are not completed by the end time stated on the rental agreement, clean up is not adequate, or damage results have resulted from use, that additional charges may result.

Renter will receive a clean-up checklist at the time the application is approved. Clean up includes the pavilion area and surrounding areas where guests may have littered (i.e., parking lot, etc.) Any damage to the facilities, equipment, furniture or fixtures should be reported immediately to Victor Emmanuel II Staff on Duty.

Victor Emmanuel II Staff on Duty will perform a "walk through" at the conclusion of each rental and either accept the condition of the facilities or determine if any additional charges are warranted.

The event, including cleanup must be completed by the end time indicated by this agreement.

DAMAGES/LOSSES:

The Renter will be responsible for the cost of repair or replacement in the event of damage to facilities furnishings, fixtures or equipment, including, without limitation, attorney costs or other costs incurred by Victor Emmanuel II to collect such costs. Victor Emmanuel II assumes no responsibility or liability for property brought onto the premises by the Renter.

I (we) acknowledge that I (we) have read and understood the Victor Emmanuel II Pavilion Rental Policy and Guidelines.

Renter signature: _____

Date: _____



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