

Beneficial Society Victor Emmanuel II

311 Hazel st. Reading, PA 19611 * 610-375-3431 * www.ve-ii.com

PAVILLION RENTAL APPLICATION

Name of Member / Group _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Member phone number: _____

Member email address: _____

Event Date and Time: _____

Type of event: _____ **Number of guests:** _____

Rental Fees:

Minimum 50 to 100 people: \$150.00

101 to 150 people: \$250.00

151 to 300 people: \$350.00

Over 300 people: \$450.00

TOTAL FEE: _____

Rental fee is due at booking along with completed, signed Rental Policy and Guideline page. (There is no refund for cancellation)

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

Member signature: _____ **Date:** _____

VE II Manager Signature: _____ **Date:** _____

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PAVILLION RENTAL POLICY AND GUIDELINES

RENTER:

Renter must be a Member of VEII and in good standing with an up to date membership card. 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 guests 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, and adherence to all RULES and REGULATIONS of the VEII staff on duty.

RENTAL HOURS:

Rental hours are 9:00 am to 8:00 pm including set-up. All persons including the renter must be vacated from the premises by 9:00 PM

RESTROOMS:

Handicapped accessible restrooms are located between both pavilions. The renter is responsible for damage or destruction of restrooms.

PARKING:

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

CATERING:

All catering will be done by VEII unless other arrangements are made at time of booking.

SETTING-UP:

Set-up (e.g. decorating and arranging) may commence no earlier than the 9:00 am starting hour stated in the rental policy. The renter must adhere to the following rules:

- A. Decorations must not deface the facility. Renter will be held accountable for any damages.
- B. **ONLY PAINTER'S TAPE** 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 of the picnic tables or structure of the pavilion are prohibited. Painters tape and decorations must be removed during clean up.
- C. Balloons are permitted, however **ALL** must be properly discarded of at the end of the event.

CLEAN-UP:

All garbage must be deposited in the designated trash receptacles. If clean-up is not completed by the end time stated on the rental agreement, is not adequate, or damage results have resulted from use, additional charges may result. Clean-up includes the pavilion area and surrounding areas where guests may have littered (i.e., parking areas and bathrooms) any damage to facilities, equipment, picnic tables or fixtures should be reported immediately to VEII staff. VEII staff will perform a walk through at the conclusion of the rental and either accept the condition of the facilities or determine if any additional charges are warranted.

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 VEII to collect such costs. VEII assumes no responsibility or liability for property brought onto the premises by Renter.

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

Renter Signature: _____ **Date:** _____

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RULES AND REGULATIONS

PROHIBITED ITEMS

Bottles and glass containers.

Firearms, fireworks or weapons of any kind.

Grills of any kind.

Open candles, incense, mosquito coils, lanterns, citronella buckets, tiki torches, fire pits 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 a structure including tents, shacks, temporary shelters, awnings, mechanical equipment, etc.

Inflatable bounce houses or play sets of any kind.

Smoking is prohibited in the pavilions and only allowed in designated areas.

Intoxication, consumption or possession of illegal substances.

No alcohol of any kind unless bought from VEII.

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 position.

Defacing, removing, or cutting plantings, building structures or fixtures, or any other property.

Any pets or animals, with the exception of licensed service animals.

No loud music

Loitering within property after facilities are closed

Entry/access to adjacent trail (climbing over fence) from our property.

No bicycles, skateboard etc. are allowed on property.

