



**Facility Rental Request**

Partner 1 \_\_\_\_\_ Partner 2 \_\_\_\_\_

Date of Event \_\_\_\_\_ Event START time \_\_\_\_\_ Event END time \_\_\_\_\_

Anticipated Guests \_\_\_\_\_

Ceremony Location \_\_\_\_\_

Cocktail Hour Location: \_\_\_\_\_ Reception Location: \_\_\_\_\_

Wedding Party Prep Locations \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Contact information for Caterer:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Are you interested in additional rental items? \_\_\_\_\_

Additional requests/needs:



## FACILITIES USE POLICY

Rodale Institute is a 333 acre organic farm and research center located in Kutztown, Pennsylvania. Through organic research we improve the health and well-being of people and the planet. All organizations and individuals renting facilities at the Rodale Institute must consider the physical impact they will have on the property, respect the property's physical and logistical limitations, and comply with the site rental policies of Rodale Institute.

Rodale Institute reserves the right to limit the number and size of groups that may use its facilities. Requests are considered according to the Institute's schedule and on a first-come, first-served basis. **Use of the Rodale Institute for politically sponsored fundraising events is not permitted.**

The date, time, and location of the event must be reserved and approved by Rodale Institute. After approval, any subsequent changes must be made in writing. The Executive Director reserves the right to have final approval on all events and activities scheduled at the Rodale Institute.

## RESERVATION POLICY

- A. Outside organizations ("Organizations") wishing to use Rodale Institute facilities must coordinate such use through assigned personnel. **The contact individual is Shawn Brown**, Wedding & Events Specialist at 610-683-1490 or [weddings@rodaleinstitute.org](mailto:weddings@rodaleinstitute.org)
- B. Reservations must be made at least four (4) weeks in advance of the desired date and a reservation is not confirmed until a contract is signed and a deposit is received.
- C. Scheduling is subject to the criteria discussed herein and constraints in the Rodale Institute calendar of standing and special events.
- D. Appropriate Rodale Institute staff must approve all event details.
- E. All event details must be provided to and approved by the Rodale Institute liaison at least one month prior to the event or the event may be cancelled.

## SCHEDULING

***Event plans must be finalized a minimum of one month prior to the event date.*** Hours available for use of facilities:

- A. All Organizations must schedule events as the Rodale Institute schedule permits.
- B. **Events must last no longer than 6 hours on site and must conclude by no later than 10pm.**

## **RULES AND RESPONSIBILITIES**

### *CATERING*

- A. All events held on premises must be fully catered at the expense of the renting Organization.
- B. Caterers must provide their own service equipment and supplies. The Caterers must meet with the Rodale Institute staff at least one month in advance of any event, including a site visit to the Rodale Institute.
- D. **Caterers must submit a \$250 cleaning deposit to Rodale Institute.** Caterers are responsible for removal of all grease, dirty water with chemicals, and waste (garbage, recycling, and compost). Upon inspection and approval following the event, that deposit will be refunded.
- E. All food, catering, and bar service-related items must be removed from the facility at the conclusion of the function, including all catering and bar garbage, recycling and compost.
- F. Bartenders must be supplied by approved caterers and are subject to Rodale Institute approval. Bartenders must provide own service equipment and supplies.
- G. All insurance and temporary licenses (including liquor if it is to be served) showing the Rodale Institute as an additional insured must be provided by Organization. Bartenders or Caterers must provide Rodale Institute with a copy of certification.
- H. Any special equipment to be brought in by the Organization must be approved by the Rodale Institute liaison at least one month before the event.

### *GUIDELINES*

- A. Renting Organization is responsible for any damage to floors, walls, exhibits, field spaces, additional rental items, or other surfaces.
- B. Renting Organization must supply all labor for set-up, clean up, and serving.
- C. Renting Organization is responsible for entertainment, subject to the Rodale Institute approval one month prior to the event date.
- D. **Set up may begin the day prior to the event only if it does not interfere with previously scheduled Rodale Institute events. Set up may begin at 10am and must end by 6pm. Cleanup must take place from 10am to 1pm the day following the event. All items must be removed from the Rodale Institute farm by the conclusion of cleanup.**
- E. The use of balloons, confetti, streamers, etc., are not permitted at the Rodale Institute farm.

- G. Due to liability concerns, organizations and guests may not climb ladders on site for any reason. If there is a need for things to be hung at high heights, Rodale Institute staff must be consulted and contracted to assist.
- H. The staff has the authority to ask a guest to leave the premises if they misuse Rodale Institute property.
- I. Open flames (candles, etc.) are not permitted. Sternos are acceptable. Heaters are not permitted inside the barn or at any wood structure, including pavilions. Luminaries with candles or open flames are not permitted. Tiki Torches are not permitted. Sparklers are also not permitted.
- J. **Smoking is only permitted if there is a designated smoking area determined by the Rodale Institute staff. If any cigarette remnants are found after the event, the security deposit will not be returned.**
- K. **A security deposit of \$500 will be charged for each event.** If there is no litter left behind on the property, the security deposit will be refunded in the full amount. If any litter is found on the property after the event, photo documentation will record the incidence and the security deposit will not be returned.
- L. Parking will be at the Institute's discretion, and may be limited given the time of year.
- M. The bridal/ groom prep areas may only be used from 10am until 6pm on the day of the event. All items must be removed by 6pm.

## ADDITIONAL INFORMATION

- A. **Parking.** Rodale Institute provides parking on the farm.
- B. **Deliveries.** The Rodale Institute Director of Facilities must be notified of delivery times in advance, or any deliveries will be rescheduled.
- C. **Staff.** Rodale Institute staff will be on site during your function to ensure that a renting organization adheres to guidelines outlined in this agreement. While staff will not serve as labor, they will be available to provide golf cart services to any one who requests them. We offer 4-seat and 12-seat golf cart options. **No one but Rodale Institute staff is permitted to operate the golf carts.**
- D. **Cancellation policy.** Cancellations made by the renter after the contract has been signed will require a forfeiture of the entire deposit, which is 50% of the rental fee. If an event is cancelled following the final payment, the entire rental fee is forfeited. Rental fee is non-transferable. Rodale Institute may, for any reason, cancel an event. If the event is cancelled by the Rodale Institute, the rental fee will be returned.

## INSURANCE REQUIREMENTS

All organizations renting the Rodale Institute must furnish the Rodale Institute with a certificate of insurance showing the Rodale Institute as an additional insured for the day/night of the Organization's event. Insurance amount must be at least \$1,000,000 per occurrence. *Wedding Insurance can be found online or by contacting Sue Steele at Miers Insurance (610-797-7900).*



## FEES

### 6 Hour Event Rental

**\$6,500.00**

*\*includes 34 8-foot rectangle tables, 15 solid wood farm tables, 185 chiavari chairs for reception, and a bathroom trailer. Bathroom trailer features one ADA compliant room with a vanity and flushing compliant toilet, as well as two other units, each with 1 toilet and 1 sink.*

**A non-refundable 50% deposit is required to reserve the space.** The space is not considered to be reserved for your event until the 50% deposit is paid and a signed policy is received. All facilities use fees must be paid in full two weeks in advance of the event date.

**Conditions of contract are subject to change.**

**Deviating from the pre-approved event details will result in immediate removal of all guests and vendors from the premises.**

I, the undersigned, have read the *Facilities Use Policy* of Rodale Institute for the site to be rented, and I agree to abide by and conform to all the rules and conditions set forth.

Signature of Renter:

Print Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Signature of Rodale Institute Representative:

Print Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_