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| Meeting4 | UWCHLAN CONSERVATION TRUST, INC.PO BOX 212LIONVILLE, PA 19353SHORT TERM RENTAL AGREEMENT1756 UWCHLAN MEETING HOUSE | Meeting2 |

The 1756 Uwchlan Meeting House, located in the historic district of Lionville, PA, is owned by the Uwchlan Conservation Trust, Inc., a non-profit organization. Rental fees help support the maintenance of this historic building, which is on the National Historic Registry.

This Agreement, dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is between The Uwchlan Conservation Trust, Inc. and:

Renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type Function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RENTAL PERIOD:

|  |  |
| --- | --- |
| Start Date:  | End Date:  |

RENTAL RATE (does not include deposit):

|  |  |  |  |
| --- | --- | --- | --- |
|  | Rate/Day | # Days | Total |
| Rental Rate for Event:  | $400 |  |  |
| Set up half day before event | $ 100  |  |  |

Business or personal checks or cash are accepted for payment of the deposit and the rental fee. Checks are payable to the **Uwchlan Conservation Trust, Inc., PO Box 212, Lionville, PA 19353.**

CONFIRMED RESERVATION:

A $200 deposit is required to hold the date(s). Due to COVID-19 required sanitation, there is a $15 surcharge- $185 will be refunded providing all rental guidelines and requirements are met. The property will be considered reserved upon the receipt of the deposit and the signed rental agreement. Rental reservations are 'first come, first served' and are processed in the order the reservation deposit is received. If the deposit is mailed and two deposits are received on the same day, the earlier postmark will be used. If the postmarks are the same, the one with the earlier contract signature date will be honored.

RENTAL FEE:

The rental fee is due when the key is delivered to you.

CANCELLATION POLICY:

The deposit will be returned to Renter if written cancellation of reservation is received sixty days or more before the event. Cancellations received less than sixty days before the event are subject to the deposit being forfeited to the Uwchlan Conservation Trust, Inc.

**RENTAL GUIDELINES: THE DEPOSIT WILL BE FORFEITED IF THE RENTER DOES NOT COMPLY WITH THESE GUIDELINES.**

|  |  |  |
| --- | --- | --- |
|  |  | The Uwchlan Conservation Trust, Inc. owns the building. The Uwchlan Garden Club owns most of the contents. The corner cupboard, the secretary desk, contents of the kitchen cabinets and drawers are its property and are not to be used. |
|  |  | Group capacity in the Uwchlan Meeting House is 75 people. |
|  |  | No alterations may be made to the property.  |
|  |  | Events must not cause undue wear and tear of the building. At the end of the lease, walls, floors, pipes, wires, glass, plumbing, and other equipment, furniture and fixtures must be in the same condition as at the beginning of the Rental Term. Any damage incurred during the Rental Term in excess of the deposit will be billed to Renter. |
|  |  | The solid backed benches and the secretary desk are not to be moved. Other furnishings that are moved must be returned to their proper location.  |
|  |  | No dancing is allowed due to the age of the building.  |
|  |  | No smoking, candles, or other sources of fire are permitted inside the building. |
|  |  | Nails, staples, tape, or other attachments harmful to the historic structure may not be used. |
|  |  | Nothing may be hung from the chandeliers. |
|  |  | Use of confetti, glitter, rice, birdseed or bubbles is prohibited. |
|  |  | All doors must be locked and the black bolts at the top and bottom of both front entrance doors must be secured. |
|  |  | The fireplace is NOT to be used. |
|  |  | Renters are responsible for clean-up and returning the Meeting House and grounds to their original condition. All trash, garbage, and other waste must be removed from the site or put into the dumpster in the parking lot.  |
|  |  | Heating - the thermostat may be turned up, 64-68º F is recommended. Please return it to 60º F when leaving.  |
|  |  | Cooling - the air conditioner is operated with the remote control, 72-75º F is recommended. Please turn off when leaving. |
|  |  | All food must be prepared off premises. The freezer may be used to temporarily store frozen products, and the refrigerator and stove may be used to chill and reheat the food.  |
|  |  | No food is to be left in the freezer, refrigerator or anywhere else in the Meeting House.  |
|  |  | All dishes, utensils, pots, pans, linens, etc. must be provided by renter. |
|  |  | If a caterer is used, he/she must abide by above rules. The caterer must carry adequate insurance and be licensed by Chester County. |
|  |  | Manuals for using the stove and dishwasher are located either on the counters or in the top drawer on the right hand side of the sink. In some cases, directions are on signs on the wall near the unit. Please follow the directions. |
|  |  | The hot water heater is located in the kitchen in the cabinet to the right of the refrigerator. To turn on, press the button on the unit. Turn off before leaving. |
|  |  | The circuit breaker, in case there is an electrical problem, is located in the closet near the powder room. |
|  |  | Before leaving, the doors under the sinks must be opened so the pipes will not freeze. |
|  |  | Turn off all lights before exiting the building. |

KEY RETURN:

Please leave the keys on the kitchen counter and use the self-locking kitchen door to exit.

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RENTER agrees to indemnify and save the Uwchlan Conservation Trust, Inc. harmless from all liability, loss or damage arising from any nuisance or harm made or suffered on the leased premises by the renter or guests or from any carelessness, neglect, or improper conduct of any persons entering, occupying or visiting the leased premises.

Either party may terminate this Agreement in the event of a violation of the provisions of this Agreement.

By signing below, I agree to all terms and conditions of this Agreement and accept full responsibility for fulfilling the terms of the lease for the period stated and assure the Uwchlan Conservation Trust, Inc. or their agent, full payment of any amount outstanding from the total amount due in accord with the terms as stated above.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_

Thank you very much.

The Uwchlan Conservation Trust, Inc.

UWCHLAN CONSERVATION TRUST, INC. AGENT USE ONLY:

|  |  |  |
| --- | --- | --- |
|  | Date | Amount |
| Signed Agreement Received and Deposit Paid |  |  |
| Full Payment Received |  |  |
| Deposit Refunded |  |  |

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