

## Foxboro Lodge Rentals

Foxboro Lodge welcomes you to our Event Center for your special occasion, business meeting or family gathering! We want you to feel at home here and be able to enjoy our facility in every way. To that end, we ask that you review the rental guidelines carefully and make sure that you are familiar with the details. If you have any questions or special requests, please contact us and we will do our best to serve your needs. It is our goal to provide a beautiful and affordable venue for your event!

1. **Please do not smoke anywhere in any of our buildings.** There is a container for cigarette butts on the back porch of the Event Center—please dispose of them there and not on the ground.
2. We have property and liability insurance for our venue. **You may want to consider renter's insurance as well for your event.** We are not responsible for your items, property or for accidents due to negligence on your part.
3. **The renter is responsible to replace any broken items.** If damages to the property occur during a rental event, be aware that you will be charged for the repair. Please respect Foxboro Lodge and leave it in the same condition you found it.
4. **Foxboro Lodge allows alcoholic beverages: wine, champagne and beer in cans or bottles. However, there are no kegs or hard liquor allowed.** We ask that you drink responsibly and do not serve minors. If you are planning to serve alcohol, we require a **non-refundable fee** of at least \$75 or 10% of the cost of the rental. **Fees are based on the package chosen.** Please leave the venue in the same clean and orderly fashion that you found it. **If you serve alcohol without first making us aware and paying the corresponding non-refundable fee, you will be charged an additional penalty fee.**
5. **If there are children involved in your event, please supervise them AT ALL TIMES.** We cannot be responsible for their well-being while there is an event taking place.
6. **There is no sound system on site.** You are welcome to hire a DJ. Please be mindful of the noise level and respectful of others guests on the property.
7. **10 round tables and 80 chairs are available to you for your indoor event.** We do have table linens for those tables if you choose to use them. We also have several rectangular tables available for indoor use. However, we do NOT have tables and chairs for any outdoor events. You are responsible to rent them from a local company if you are having an outdoor wedding or party. Please do not carry any loft furniture down to the main floor or vice versa. All outdoor furniture is to remain outdoors.
8. **We ask that you take all garbage, burnable or otherwise, to the dumpster located at the edge of the property near the event center building.** This includes any trash in the restrooms. If needed, please bring extra garbage bags with you for this purpose. There is also a **recycling dumpster** available for your use. Please place garbage and recyclables in the proper receptacles.
9. **Our kitchens at Foxboro Lodge are NOT approved for commercial use** which means that catering services cannot do their food preparations on site. Our kitchens are available for warming up food, making coffee, finishing a dessert or salad or any other last minute food preparations. If you are making your own food or hiring a caterer, please make sure that the bulk of the food preparations are done prior to arriving at Foxboro Lodge.
10. **If you use any of the supplies, cookware, dishes located in the event center kitchen, please make sure that they are clean and put away properly before you leave.** If there are dishes in the dishwasher, please make sure that you start it before you leave.
11. A cleaning fee is included in the cost of your rental; however, if the usual amount of cleaning necessary is exceeded, you will be charged an additional cleaning fee. **Please be mindful to clean up after your event.**

12. **No tape, glue, tacks or nails may be used on the walls.** Please use plastic tack or other removable adhesive product if you wish to hang decorations and remove ALL decorations and plastic tack or other adhesive when you are finished. **No confetti or glitter.**
13. A deposit of \$50 is required to hold the date for a room in the bed and breakfast, a party rental or a business event. To reserve a date for a wedding or reception, we require a 50% deposit. Additionally, if alcohol is being served, there is a non-refundable fee required of \$75 or 10% of the total rental cost. Please feel free to speak to one of our reservations team members if you are unsure about the deposit required for your event. Wedding package deposits are 50% of the total package chosen and 20% is nonrefundable if the rental is cancelled two months or more before the event date. If the rental is cancelled less than 60 days prior, 50% of the deposit is nonrefundable. Smaller event deposits of \$50 are nonrefundable unless extenuating circumstances arise.
14. Any balance for your event is due on or before the date of the event. Foxboro can provide you with an invoice and/or receipt for your payment. If there are additional charges after your event, you are responsible to pay these. We accept cash, local checks and credit cards for payments. We will return any deposits due to you by check.
15. There is an additional 6% sales tax charge on all event rentals.

Please fill out the form below, tear at the dotted line and return to Foxboro Lodge 93 Church Rd. Selinsgrove, PA 17870 OR email it to us at foxboroinfo@gmail.com. If you have any questions, please call us at (570) 374-8750. Thank you for your business. We look forward to serving you!

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Renter (please print) \_\_\_\_\_

Date of Event \_\_\_\_\_ Type of Event \_\_\_\_\_

Time arriving: \_\_\_\_\_ Time departing: \_\_\_\_\_

Address \_\_\_\_\_

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

\*Deposit required to reserve the date for a party: \$50

\*\*Deposit required for a wedding package is 50% of the package price.

\*\*\*Alcohol Fee (non-refundable) \_\_\_\_\_ Please add to deposit monies if serving alcohol.

(\$75 for a party rental or 10% of a wedding package price is required for an event where alcohol is served.)

Payment method:      cash              check              credit card              Amount Paid: \_\_\_\_\_

If using a credit card, please provide the #, expiration date and 3 digit security code on the line below

\_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Additional notes:  
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