

Policies & Procedures –

All rentals for wedding receptions will be held after business hours.

There will be a full-time property attendant present at all events, in the immediate vicinity of the event prior to the beginning of the event and throughout the entire event.

Vehicles that are used for tent set up must deliver before 9:00 a.m. or after 3:00 p.m., Monday through Saturday and before Noon or after 3:00 p.m. on Sundays. In some cases, two days before the event for tent set-up is acceptable.

The site staff and property attendant will be flexible with tent set up and removal times when wet or very windy weather is a threat.

There will be no equipment moved on to the site before 3:00 p.m. on the day before the event unless it is for storage in a specified, written pre-approved area. If for storage, it must be moved in before 9:00 a.m. or after 3:00 p.m., Monday through Saturday and before Noon or after 3:00 p.m. on Sundays.

You may be in the building setting up after 3:00 p.m. and until 6:00 p.m. the day prior to your event provided no other event is scheduled. You may also be in the building the day of the event starting at 8:30 a.m. as long as your vehicles are moved to the parking lot.

Caterers bringing food and equipment may enter the site during regular business hours—other than before 9:00 a.m. and after 3:00 p.m. during the day of the event. Caterers may enter by the Visitor Center, unload supplies and remove the vehicle as soon as it is unloaded—except caterers that work out of their food trucks. They may park and leave them behind the Yellow barn.

All vehicles used for hauling tents, equipment or other set-ups may enter and leave by the gate in front of the Visitor Center. There will be no vehicles moving through the site during the daytime except for the delivery of food to specially pre-approved locations. All other vehicles will access and egress the site on the service road at the rear of the site.

All vehicles must travel at a rate of speed not to exceed 5 miles per hour. A 5 mph speed limit sign will be posted at the service entrance at the rear near the cul-de-sac.

All equipment, tents and all other set-ups being removed by rental agencies, caterers, family members, etc. must be picked up before 9:00 a.m. or after 3:00 p.m. the day after the event, except Sundays when pick-up may occur until Noon and then again after 3:00 p.m.

If the day after the event is Sunday, the equipment may be picked up on Monday under the same terms.

If the day after the event is a holiday, the first day after the holiday will be the day that the equipment is picked up under the same terms as numbers 9 and 10.

There will be no decorating of buildings two days or more before the event. All decorations must meet all applicable fire prevention codes and may not be applied with any nonreversible technique (glues, nails, etc.).

All decorations in site buildings and on historic landscapes must be removed before 9:00 a.m. the day after the event except on Sundays when the time is Noon. If site staff must remove left-behind decorations there will be a service charge for such removal at the rate of \$55.00 per hour or part thereof.

There are to be no radios played during set-up or removal of tents, equipment, decorations.

The museum reserves the right to refuse any truck or other vehicle from the site at any time for any reason at no cost to the museum or change to the facility rental contract agreement. The museum staff will not use this authority capriciously or to do harm. This clause allows the site to stop fast drivers from driving, loud music from playing, unsafe loads from shifting or for unforeseen safety or security reasons that are a direct threat to the site's overall safety and security.

All requests for site-provided tables, chairs, lighting, cleaning, trash removal (where applicable) must be made at least two weeks prior to the event.

All event-created trash and environs must be removed within one hour of the end of the event unless addressed otherwise in the contract.

From time to time Landis Valley Museum is asked to form the backdrop of still film and video for movies, television, display advertisements and other types of commercials. The PA Historical and Museum Commission, through the Site Administrator of Landis Valley Museum, may use the services of a property attendant for a film crew. Filming, under this relationship, may be conducted under authority of the Site Administrator. Any special conditions, movement of historic objects, implementation of special effects are done only with the written permission of the Site Administrator and the on-site presence and supervision of one of the site's senior collection management team.

No facility rental can be completed until a Certificate of Insurance is on file in the offices of Landis Valley Museum. Caterers must provide proof of insurance when providing food. Dram Shop Coverage must be included when spirituous liquors are to be served. Certificates should be sent to Landis Valley 45 days prior to the event.

The Site Administrator directed property attendant, is responsible for the complete execution of all of these policies and procedures and has both the authority and responsibility for the complete execution of all of these policies and procedures.

All facility rentals at LVM must have a Facilities Use Agreement signed by all parties before any mobilization of any kind can occur.

All "new users" must agree to a 15 minute "meet the staff" so that they know who, on site, can be relied on for which services and at which times.

All catering staff used on site must be listed with a current address, phone number and driver's license number and must provide a current certificate of insurance.

There will be no smoking in or close to the buildings. It is the responsibility of the renter to provide outdoor sand ashtrays for their guests. Putting cigarette butts on the ground is not allowed.

Candles may be used in the outside courtyard, but are not allowed in the Yellow Barn or Hotel unless we hire a "candle watcher" at your expense.

No dogs or pets are allowed on the grounds at any time, including set up.

No alcohol is allowed to be taken outside the rental area, including the parking lot.

DEPOSIT POLICY: Designated non-refundable deposit (check payable to **Landis Valley Associates**) must be received within ten (10) days of the contract date. Space may be canceled if deposit and signed contract are not received at such time. **Balance of Rental Fee is due one week in advance of event.** Any additional costs incurred on the day of the event are due prior to departure.

CANCELLATION POLICY: The money returned with this contract serves as a security deposit to hold the space agreed upon between Landis Valley Associates and the client. Client cancellation of the space requires written notice to Landis Valley Associates. Fifty percent (50%) of your deposit will be refunded only if Landis Valley Associates is able to rent the space for an event of equal or greater value.

CATERING POLICY: All arrangements for space, rental, food and beverage service, A/V equipment rental, tents, and other equipment and items required for the subject event shall be contracted through and/or approved by Landis Valley Museum's Facilities person. **In addition, all contracts and checks shall be received at Landis Valley Museum, 2451 Kissel Hill Road, Lancaster, PA 17601.** This agreement may only be amended by writings signed by both parties. **Client signature indicates agreement for the site's "Policies and Procedures" Send all correspondence to the attention of Joyce Perkinson.**

CERTIFICATE OF INSURANCE: All facility rentals require a Certificate of Insurance be sent to Landis Valley Museum. **The Certificate of Insurance must be in the amount of \$1,000,000 and lists on the certificate as such: First insured Landis Valley Associates; Second insured the Pennsylvania Historical and Museum Commission (PHMC).** You may obtain this from your homeowners insurance as a rider. Any caterers used must also provide Landis Valley Museum with a copy of their Certificate of Insurance for the same amount of coverage. **Certificate of Insurance must be received at least 45 days in advance from both parties. Please indicate your party's name on Certificate and date of event.**

The speed limit on site is 5 miles per hour. No vehicles are allowed to be driven into the buildings. No one under the age of 18 is allowed on site without direct supervision, this includes set-up times.

SPECIAL REQUESTS: Special Requests such as Wagon or Carriage Rides, "Rent A Piece of History", Candle Watcher, or audio visual needs must be requested shortly after booking and no later than 60 days in advance in order for us to schedule staffing. Otherwise these requests may not be available. Laptop projector is not available for weddings. Set-up requirements for time lines, tables and chairs should be communicated two weeks prior to event date. We cannot guarantee completion of last minute requests.