



RENTAL AGREEMENT

Please fill out and return the contract and Hold Harmless Agreement release as described below.

RENTAL AGREEMENT This Rental Agreement is entered into this ____/____/____ (DATE) between _____ (YOUR NAME) and The Ritz Companies, LLC (Owner).

Nature of Event: ____ Wedding Reception ____ Private Party ____ Other _____

Address: _____

City: _____ ST _____ Zip _____

Phone 1: _____ Phone 2: _____

Email Address: _____

Date of Event: ____/____/____

Number of Guests (approx.) _____

Tables & Chairs Included: ____ YES ____ NO

Rental Fee: _____

For Weddings:

Spouses' Names: _____

Location of Wedding Ceremony: _____

Time of Ceremony: _____

Reception Start Time (approx.): _____

Marquee Wording: _____

Payment

Your preferred rental date can be held for up to five days without payment. After that time, we cannot guarantee your preferred date. A deposit of \$250 of the rental fee and \$250 security deposit (\$500 total) is required to secure the date. The balance of your rental is due no later than 30 days before your event. No set up of your event may begin until full payment has been made. Additional rental equipment payment will be due the day of your event.

Security Deposit

Renter is liable for any damages and cost of cleaning to the facility, equipment and grounds. A \$250 security deposit is required to cover the cost of cleaning or repair for any damages caused by Renter, guests, or contract labor (i.e. caterer, florist, decorator, etc.) The deposit will be returned within 30 days after the event if there is no damage. In the event of damage or extensive cleaning is required, Owner shall provide an itemized bill for the costs of cleanup or repair. Should damages exceed the deposit, Renter will be billed for the balance, with full payment expected within 30 days after your event.

Cancellations, Date Changes and Refunds

The originally agreed upon block of time is binding and all changes in date (unless approved by Owner) or cancellations of date will result in loss of the down payment and security deposit. If any cancellations are made 6 months or closer to wedding date, Renter will forfeit any fees already paid to Owner. If any cancellations are made 2 months prior to wedding, all fees will be forfeited. If Renter is in arrears for final payment, you will be held accountable for said final payment.

Accommodating requests for date changes is subject to availability. After the contract has been signed, a cancellation or change of date will be accepted in writing only. Owners are not responsible for any "acts of God" or terrorist acts which make it impossible to hold your event at the site. If The Ritz becomes unstable due to an "act of God" or terrorist act, or unlikely event The Ritz terminates doing weddings, Owners cannot be held responsible for any additional costs or difficulties this causes to the Renter. Refunds will be considered on a case-by-case basis in the event of such an occurrence.

Access Prior to Event

If The Ritz is available, Owner may allow Renter to have access to The Ritz prior to the event in Owners sole discretion. If the event is a wedding reception, Renter may be allowed in The Ritz on the day prior to the event for set-up, decorating or ceremony rehearsal based on availability.

Smoking and Fires

No smoking is allowed in The Ritz. Smoking is allowed in designated areas away from The Ritz. All cigarette butts must be placed in appropriate receptacles. Fires are permitted in the fire ring on the grounds if available. Open flames, barbeque grills, and deep frying are prohibited in all, but limited circumstances which must be approved by Owner.

Decorations

No open flames to exceed a small tea light are allowed in the Ritz.

No nails or staples may be used when decorating. Renter is responsible for removal of every tack and other decoration adhesive.

No spray paint, glitter, rice, or decorations that cause any other damage to the property. Renter must inform Owner of decoration plans for approval.

No Electrical work may be done to The Ritz, unless by licensed electrician approved by Owner.

Owner can supply ladders for use in decoration. Use of ladders is at sole risk of Renters.

Times

The Ritz is available for guests for 8 hours on the day of scheduled event. Ceremony time is not included in 8 hour block of reception. The latest music and festivities can occur is 11:00 PM. If Renter chooses to go beyond the 8 hour time allotment, it will be considered at a rate of \$150 per hour.

Capacity

Guest Capacity is approximately 250. Tables and Chairs seating available up to 175 comfortably with a dance floor and room for a band.

Set-Up/Take-Down

Your rental fee covers cleaning and appearance of grounds before your event. Set up of additional chairs, tables, decorations, etc. is the responsibility of the Renter. The Ritz employees are available to assist in setup and the tear-down and cleanup process. Before vacating the premises, the Renter/caterer must gather all trash/decorations from The Ritz and the grounds into trash bags and place it at designated location. All spills must be thoroughly cleaned. Decorations and all clean up must be completed by 12:00 PM on the day following the event. Failure to complete any of this will result in the loss of part of your security deposit.

Parking

Parking is available in the parking lot next to The Ritz. Handicapped parking is available in the parking lot near the front of The Ritz. Additional parking may be available on the street in front of The Ritz. Depending on availability, additional parking may be available near Muncy Bank or the Police Station. Deliveries should be delivered in the side entrance of The Ritz.

Alcohol

Lessee may serve alcoholic beverages in The Ritz provided Renter complies with all Pennsylvania laws, rules and regulations regarding the serving of alcoholic beverages. All alcohol must be provided by Renter. No Cash Bar allowed. *All alcohol must be served by a RAMP certified/licensed bartender.* No one under 21 years of age is allowed to consume alcohol. Renter specifically agrees that no person who is visibly intoxicated shall be served alcohol. Inappropriate behavior, excessive drinking, damage to property, injury to individuals and other such activities shall result in the individual being asked to leave the premises. Renter is responsible for calling a driver if individual appears to be incapable of safe driving or behaves in a threatening manner.

General

At least one representative from The Ritz will be on premises during event to assist with any problems or questions that may arise.

Children of guests must be supervised at all times.

All persons who sign the Lease are jointly and severally liable for all of the terms of the Lease. This means that in the event Renter fails to pay rent or is liable in any way under this Rental Agreement, Owner can collect all of the rent and payments due from all of the Renters (jointly) or from just one of the Renters (severally).

Certificate of Insurance

A certificate of insurance is required from your Homeowners' or Renters' Insurance carrier naming The Ritz Companies LLC as an additional insured/Special Event. The certificate needs only to be for the one day event, and the limit should be greater or equal to \$250,000 of coverage. If you do not have Homeowners' or Renters Insurance, a one-day premise policy can be purchased.

Release and Indemnification Agreement

Renter releases and discharges the Owner, the Owner's officers, members, agents, and employees from any and all liability for personal injury or property damage arising out of this lease and Renter's use of the premises for Renter's event. Renter specifically releases Owner for any lack of facilities due to equipment malfunction or from the failure or inability to use The Ritz as a result of a condition of the building. Renter agrees to defend, indemnify and hold harmless the Owner from and against all costs, damages, and expenses for personal injuries or property damage arising from Lessee's event or this Rental Agreement, including reasonable attorney's fees and court costs.

Initials of Renters: _____/_____

Contract / Event Activity Release and Hold Harmless Agreement

I/We, _____, the undersigned have read and understand, and freely and voluntarily enter into this Rental Agreement with release and indemnification provision.

Persons voluntarily entering into this Rental Agreement:

(Signature)

(Printed Name)

(Signature)

(Printed Name)

Date: _____

The Ritz Companies
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