

*Ray Vernon Estate LLC*  
*45 Rustic Mountain Drive - Milroy, PA 17063*

**Event Rental Rules, Regulations, & Release**

Thomas and/or Melody Hassinger, owners of, and trading as, Ray Vernon Estate LLC, hereby known as “Lessors,” reserve the right to terminate use of the grounds to any organization or individual, hereby known as “Lessees” that violate the following policies and procedures. **By submitting payment to the Ray Vernon Estate LLC or Thomas or Melody Hassinger, you are accepting the Event Rules, Regulations, & Release.** I/We \_\_\_\_\_, Lessees,” understand that the parties hereby released accept no liability of any sort by reason of said lease/rent/use and occupancy of the premises. Lessees declare that the terms of this lease/rental/use agreement have been completely read and are fully understood and are voluntarily accepted.

1. A **30% non-refundable deposit** is required to book and hold a date. The remainder of the rental fee and optional add on items are due at least 180 Days in advance of the day of the event. No booking will be deemed complete, nor a date reserved, until the deposit is received. **Cancellation policy – if an event is cancelled by the lessee, regardless of date, if the date cannot be rebooked at the same cost to make the owner whole, the lessee is responsible for full payment of the reserved event as indicated on the signature page. If rebooked, monies paid will be reimbursed less the Non-Refundable 30% deposit. LESSEE(S) INITIAL HERE:**
2. Decorating and rehearsals must end no later than 9:00 p.m.
3. Access to the venue begins on \_\_\_\_\_ at **8:00 am** and ends no later than \_\_\_\_\_ at \_\_\_\_\_.
4. The day of the event, all people must exit the venue by 11:00 pm. Tables and grounds must be cleaned immediately following each event. Lessees are responsible for moving tables and stacking chairs (8 high) along the wall. Floors should be dry mopped and all garbage should be removed from premises; however, if chosen as an optional add on and PAID, the garbage may be placed in the garbage dumpster in the lower parking lot. If the option was not chosen, all garbage must be removed from the premises.
5. Seating will be included for up to 150 guests. Additional seating (up to 75) can be arranged for an additional cost of \$1.50/guest. Maximum 225 people. Table and seating requirements must be provided at least one week in advance of the date of the event. Any additional seating cost must also be paid upon arrival.
6. Smoking (including vaping) is **PROHIBITED** inside the structure and on the deck. Smoking is allowed outside in the **designated smoking area ONLY**. No remnants of smoking devices will be left on the ground or surrounding areas. **If remnants are found, the Lessee will be invoiced \$100 for cleanup.**
7. Flameless devices may be used for decorative purposes. No lighted candles, etc. will be permitted.

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717-348-4698

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8. Vehicles that enter the venue grounds must stay on the driveway. Any vehicle driving off the driveway damaging landscaping or other areas will be charged a fee for repairs.
9. Fake flowers and/or other non-biodegradable materials may NOT be spread on the venue grounds. NO loose GLITTER may be used as decoration inside or outside of the venue.
10. No permanent features of the Ray Vernon may be changed by any renting party. No decorations will be supported by nails or screws on walls or woodwork.
11. No pyrotechnics may be used anywhere on the property including sparklers.
12. To protect parties involved, equipment and facilities will be inspected before and after each event. Lessees, upon inspection, will be asked to sign stating condition of venue. (Initials \_\_\_\_\_) Any damage found/realized after the exit of the lessee will be document and invoiced to the lessee. The lessee must make restitution within two weeks.
13. The Lessee shall be liable for all damage to the building, grounds, and/or equipment and agrees, to indemnify and hold the Ray Vernon Estate, LLC, Thomas Hassinger and/or Melody Hassinger harmless from all claims and suits arising out of injury or death to any person or damage to property resulting from use of the Ray Vernon Estate, LLC, including providing of alcohol to Lessee's guests. Documentation/evidence of a ***One Million Dollar Liability Insurance*** policy must be provided two weeks prior to the event begin date. [www.eventhelper.com](http://www.eventhelper.com) may be utilized for the insurance if desired. If proof of the insurance is not provided, no access to the building will be permitted.
14. Lessee shall assume full responsibility for the character, acts, and conduct of all persons admitted to the Ray Vernon Estate LLC during the term of the rental contract. If a violation occurs and is not immediately corrected by the Lessee, the Lessors have the right to immediately terminate the event and NO REFUND will be provided. Lessees and all guests must vacate the property immediately upon request of the Lessors.
15. Should any rules be violated, items or venue property damaged, charges for each violation/damage will be billed to the Lessee.
16. All guests must be supervised at all times while on the Ray Vernon Estate LLC property. And, they are not permitted to venture to other areas surrounding the building – including the adjacent barn and wooded areas.
17. **Events are held rain, snow, or shine.** No refunds of any kind will be given if weather conditions are deemed unsuitable for the event to be held. Lessors are not responsible for any act of God which causes an interference with scheduled event. In addition, no refund will be provided for restrictions due to government responses to hazardous issues including pandemics. In the event of a full government shutdown due to a pandemic, the event may be postponed at no charge to a future, open event date.
18. The Ray Vernon Estate LLC will not be used for any unlawful activity or any activity, which may be disruptive, divisive, unlawful, or demeaning to the surrounding community/homes.
19. Loss of Key – the Lessee will be invoiced \$250 in the event of the loss of the key.

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**FOOD and ALCOHOL**

1. **The only alcoholic beverages permitted on venue property (including the parking lot and all land owned by Thomas and Melody Hassinger) are supplied by the Lessees and served by VeraVin Bartending, LLC.** NO GUESTS MAY PROVIDE OR CONSUME THEIR OWN ALCOHOL. If outside alcohol is brought onto the property, the event will be ended immediately. Another bartending service may be chosen ONLY if VeraVin Bartending, LLC is not available on the event date. NO SALE OF ALCOHOL IS PERMITTED without prior approval of Lessors.
2. Lessees requesting permission to serve alcohol will be required to use VeraVin Bartending, LLC.
  - a. ***Alcohol is never to be served to anyone under the age of 21. It is also the lessee's responsibility to ensure that no one leaves in a condition that could be considered under the influence of or feeling the effects of alcohol or other controlled substances.***
  - b. ***Alcohol must stop being served by 10:00 pm and shall not be consumed or provided by guests after bartenders exit the building.***
3. If food is to be served, the name of the caterer will be provided to the Lessors at least two weeks prior to the event. Lessees may bring in any food or non-alcoholic drinks themselves, if caterers are not desired. If a caterer is being used, documentation of insurance must be submitted to Lessors.
4. The Lessee is responsible for all actions of the caterer and should inform the caterer of the rules and regulations covering the use of the venue.
5. Lessors reserve the right to ask a guest or guests to leave or to stop being served alcohol, if they are being disrespectful, destructive, or disorderly.

**FULL AND FINAL RELEASE COVERING ALL CLAIMS OR RIGHTS OR ACTION AND EVERY DESCRIPTION, PAST, PRESENT OR FUTURE**

For and in consideration of the lease and use of the Ray Vernon Estate LLC, the Lessee does hereby for himself/herself, his/her guests and invitees, hereby acknowledge being of lawful age, for myself/ourselves, my/our heirs, administrators, Executors, successors and assigns, guests and invitees, hereby fully and forever release, acquit and discharge the said Lessors, Ray Vernon Estate LLC, the owners, its employees and all other persons, firms and corporations, and their heirs, Administrators, Executors, successors and assigns from any and all actions, causes of action, claim and demands of whatsoever kind or nature on account of any and all known and unknown injuries, losses and damages by me/us or my/our property, our guests and invitees, as a result of and directly or indirectly arising out of the use/lease/rental of the Ray Vernon Estate LLC and adjoining property located at 45 Rustic Mountain Drive, Milroy, PA 17063 or 10 Deer Haven Lane, Milroy, PA 17063.

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It is expressly understood and agreed that this release is intended to cover and does cover not only all now known injuries, losses and damage, but also any future injuries, losses and damages not now known or anticipated but which may later develop or be discovered including all the effects and consequences thereof arising from the use/lease/rental of the Ray Vernon Estate LLC and premises.

And, I/we, Lessee/Lessees, hereby declare that I/we, Lessee/Lessees, fully understand the terms of this Release.

It is agreed and understood that the Lessee hereby expressly stipulate and agree, in consideration of the aforesaid opportunity to use/lease/rent the Ray Vernon Estate LLC to fully indemnify and hold harmless the Lessors, Ray Vernon Estate LLC and its owners, its employees, against loss from any claims, demands or actions that may hereafter at any time be made or brought against the Lessors, Ray Vernon Estate LLC, its owners, its employees, by anyone or any company or supplier, on account of any injuries, accidents, property, damage, wrongful death or any other claim that arises directly or indirectly from the use/lease/rent or occupancy of the premises.

By accepting the terms of this Release, I/we, Lessee/Lessees, understand that the parties hereby released accept no liability of any sort by reason of said use/lease/rent agreement have been completely read and are fully understood and are voluntarily accepted.

This use/lease/rental occupancy agreement and Release With Indemnity Agreement contains the entire agreement between the parties hereto and the terms of this document are contractual in nature and not a mere recital. We further state that we have carefully read the foregoing Release With Indemnity Agreement and the contents thereof and we agree the same as our own free act.

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Printed Name of Lessee	Signature of Lessee	Title	Date

*Address:*

*Cell:*

*Email:*

*Address:*

*Cell:*

*Email:*

Representative of Ray Vernon Estate LLC	Signature of Representative	Title	Date
Melody Hassinger	<i>Melody Hassinger</i>	Owner	

Date of Event	Dates Reserved	Description of Event

**TOTAL COST OF RENTAL**

Building Rental	
DEPOSIT DUE UPON SIGNING OF CONTRACT: 30% of Rental Charge – (NONREFUNDABLE):	
<b>FINAL RENTAL PAYMENT AMOUNT – DUE NO LATER THAN</b>	
Additional “OPTIONAL” Charges – PAID UPON ARRIVAL AT VENUE: Firepits - \$50/each; Garbage \$50; Seating \$1.50/person over 150	

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