

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 **client**, “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. (Thursday or Friday) and the building must be exited.
3. Access to the venue begins on **Date** at _____ and ends no later than **Date** at _____.
4. The day of the event, music is off by 10:00 pm and all people must exit the venue by 11:00 pm. Tables and grounds must be cleaned prior to the end date/time of each event. Lessees are responsible for stacking chairs (8 high) along the wall and tables are not moved. Floors should be dry mopped and the garbage is to be placed in the garbage dumpster in the lower parking lot.
5. Seating will be included for up to 150 guests. Additional seating (up to 50) can be arranged for an additional cost of \$2.50/guest. Maximum 200 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. **Pet Fee (DOG/s ONLY)** – ceremony only - \$150; \$250 for entire rental period. Additional cost for clean up or damage will be invoiced after walk through if warranted. Minimum of \$200. **ONLY** the pet/s of lessees may be on premises. **Maximum of 2 pets included.** Additional \$100/pet over 2.
7. Smoking (including vaping) is **PROHIBITED** inside the structure and on the deck. Smoking is allowed outside in the **designated smoking areas ONLY.** If there is any smoking/vaping in non-designated areas, the Lessee will be invoiced a minimum of \$150/incident. No remnants of smoking devices will be left on the ground or surrounding areas. **If remnants are found, the Lessee will be invoiced a minimum of \$150 for cleanup.**

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8. Flameless devices may be used for decorative purposes. No lighted candles, etc. will be permitted anywhere on the premises. Any other device creating vapor or smoke is not permitted.
9. 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/replacement.
10. Fake flowers and/or other non-biodegradable materials may NOT be spread on the venue grounds. NO loose GLITTER or CONFETTI may be used as decoration inside or outside of the venue. Any petals utilized inside the venue must be cleaned up (by client) immediately following the ceremony.
11. 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.
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 documented and invoiced to the lessee. The lessee must make restitution within two weeks.
13. No pyrotechnics may be used anywhere on the property including HOT OR COLD sparklers.
14. **GRAND ENTRANCE/EXIT** – **no liquid** may be dispensed on the floor upon entrance/exit. This includes alcoholic or non-alcoholic drinks, bubbles, or any other liquid matter. Any other matter must be cleaned up prior to commencement of the reception (confetti, petals, etc).
15. 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.theeventhelper.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.
16. 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.
17. Should any rules be violated, items or venue property damaged, charges for each violation/damage will be billed to the Lessee.
18. All guests must be supervised at all times while on the Ray Vernon Estate LLC property. All attendees are not permitted to venture to other areas surrounding the building – including the adjacent barn and wooded areas.

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19. **Access to the downstairs of the venue is closed during the reception to ALL GUESTS.**
20. **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.
21. 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.
22. Loss of Key – the Lessee will be invoiced \$250 in the event of the loss of a key.

FOOD and ALCOHOL

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. Because we are not affiliated with a winery or brewery, you do not need to purchase alcohol from us.

1. Lessees requesting permission to serve alcohol will be required to use VeraVin Bartending, LLC (operated by Melody Hassinger) or another in-house bartending company. No outside bartending companies are permitted.
2. Upon commencement of the reception, absolutely NO ALCOHOL can be self-served. All alcohol must be obtained via the bartenders. INCLUDING THE BRIDAL PARTY.
3. NO GUESTS MAY PROVIDE OR CONSUME THEIR OWN ALCOHOL. If outside alcohol is brought onto the property, the event will be ended immediately. NO SALE OF ALCOHOL IS PERMITTED.
4. ***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.***
5. **Alcohol must stop being served by 10:00 pm and shall not be SELF-SERVED or provided by guests after the bar is closed.**
6. Lessors and bartenders 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.
7. Ray Vernon Estate reserves the right to halt any distribution of alcohol by the bartenders and close the bar in the event the alcohol policy is not followed.
8. Guests may not be served any beverage in a GLASS bottle. Beverages in glass will be served in a plastic cup.
9. 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

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are not desired. If a caterer is being used, documentation of insurance must be submitted to Lessors.

10. 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.
11. Caterers or lessees will be held responsible for any excessive grease, debris or other damage to the asphalt, interior or exterior of Ray Vernon Estate, LLC.

REHEARSAL

Rehearsal and rehearsal dinner may be held at Ray Vernon Estate with the following limitations:

1. No charge for 1-50 guests (including children)
2. \$150 Charge (to be paid upon arrival of first day of contract) for 51-75
3. \$200 Charge (to be paid upon arrival of first day of contract) for 76-100
4. \$500 Charge for 101-150 people
5. The maximum number of rehearsal attendees will be 150.
6. Alcohol is the sole responsibility of the lessee and lessee must adhere to all laws regarding the service and consumption of alcohol.

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.

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.

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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/s:			
Cells:			
Emails:			

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
		Wedding

TOTAL COST OF RENTAL	
Building Rental	
DEPOSIT DUE UPON SIGNING OF CONTRACT: 30% of Rental Charge – (NONREFUNDABLE):	
Garbage Fee (garbage bags provided)	
TOTAL DEPOSIT DUE:	
FINAL RENTAL PAYMENT AMOUNT – DUE NO LATER THAN	
Additional “ OPTIONAL ” Charges – PAID UPON ARRIVAL AT VENUE : Firepits - \$75/each; Seating \$2.50/person over 150; Pet Fee \$150 ceremony only; \$250 entire rental period; rehearsal (over 50 attendees-see contract)	TBD

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