



## Millbrook Playhouse Facility Rental Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Additional Dates requested: \_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_

**Date of application** \_\_\_\_\_

**Deposit Amount** \_\_\_\_\_

### **Pricing for Full day Rentals**

*Please circle and initial all areas you would like to reserve for your event.*

**Entire Millbrook facility**

*Includes: Main Stage, Courtyard, Cabaret, and Kitchen (not available during our summer season)*

\$1,200.00

**Ryan Main Stage**

\$500.00

**Courtyard**

\$500.00

**Ryan Main Stage & Courtyard**

\$800.00

**Kitchen**

\$200.00

**Poorman Cabaret**

\$500.00

- *Hourly rentals available for smaller events at a rate of \$50.00 per hour*
- *An additional **\$200.00 deposit** is required and shall be added to the price of the rental. This can be given as a separate check and will be held until after the event has concluded. Once the facility has been inspected and determined to be in satisfactory condition the deposit will be return. If the facility sustains any damage or requires cleaning this deposit will be used for the fees incurred, any additional expenses will be billed directly to the renter.*
- *As stated in the rental contract, **Lighting and Sound Equipment** owned by Millbrook Playhouse may only be operated by an employee of Millbrook Playhouse. This is a separate charge and is to be paid directly to the employee on or before the date of your event. The charge for the service provided is \$50.00 for the first 2 hours, \$20.00 for each additional hour.*

**Millbrook Playhouse Facility Rental Agreement**

**This Rental Agreement** – made and entered into as of the date last set forth below, by and between Millbrook Playhouse, a non-profit organization and \_\_\_\_\_.

**Whereas**, renter desires to rent the facility from Millbrook Playhouse on the terms and conditions set forth herein and Millbrook Playhouse is willing to rent the facilities on such terms and conditions.

**NOW, THEREFORE**, in consideration of the mutual promises set forth herein, and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as set forth below.

1. **Facilities: Event: Date: Rate:**

Millbrook Playhouse shall make the facility available for purposes of a \_\_\_\_\_

Upon execution of the Agreement and payment of the required deposit, the Millbrook Playhouse shall be reserved for Renter on the Date of \_\_\_\_\_ Times:

\_\_\_\_\_ at a Rate of: \_\_\_\_\_

2. **Deposits** – Booking deposits are required to confirm your date and must be sent back with this signed agreement within 14 days of the date contract was generated.

a. A non-refundable booking deposit of 50% of rental fee.

b. A refundable \$200.00 damage/cleaning deposit is required 60 days in advance of your event.

3. **Final payment**– It is understood that the renters shall pay the full rental amount, including \$200.00 cleaning/damage deposit, 60 days prior to the scheduled event date.

*Sixty days prior to the event, all deposits and monies collected except for cleaning, are non-refundable.*

4. **Cancellations** – Should you choose to cancel your event, fifty percent (50%) is non-refundable.

a. However, you may transfer to an alternate date within one year if desired. Cleaning deposit will be refunded within two weeks of cancellation. Cancellations or change of date must be in writing.

5. **Liability Insurance**

a. Renter shall obtain general liability insurance covering the day of the event in the minimum amount of one million dollars in a form and amount satisfactory to Millbrook Playhouse. A certificate of insurance and a policy endorsement naming Millbrook Playhouse as an additional insured on the policy shall be provided to Millbrook Playhouse **at last seven business days before the day of the event..** All Vendors working at Millbrook Playhouse shall carry and maintain in full force and effect while working at Millbrook Playhouse workers compensation insurance, general liability insurance and policy endorsement naming Millbrook Playhouse as an additional insured showing the required insurance is in place. Notwithstanding the requirement for such insurance, the vendor shall be required to also hold harmless, indemnify, and defend Millbrook Playhouse, to the maximum extent allowed by law, from any and all liability arising from Vendors' use of Millbrook Playhouse, including the payment of Millbrook Playhouse's reasonable attorney's fees and costs incurred in defense of any actual or alleged liability

## Rules

6. **Use of Property** – Rental of the site includes the use of the areas of the facility indicated in the Millbrook Playhouse Facility Rental Application that accompanies this agreement. Please

note that if you have not reserved the entire facility, other parties are free to rent that space. Millbrook Playhouse reserves the right to use part of the facilities not rented to conduct normal business associated with the playhouse.

a. Use of the property is available from 10:00 am to 11:00 pm.  
b. All festivities including amplified music must conclude no later than 10:00 pm.  
c. The capacity of the building is **140** persons maximum; however wedding groups are limited to 120 people maximum to include infants and children plus catering staff and other vendors inside the building including the porch areas. This is to ensure appropriate group flow.

7. **Open Flame** – No cooking is allowed in the courtyard area. Buffet lines are allowed.
  - a. Catering Companies are not allowed to cook in the barn area.
  - b. All Catering companies must be self contained with hot boxes or have the ability to prepare and cook meals within self contained kitchen/trailers.
  - c. Kitchen trailers/vendors are allowed to park in the designated parking lot only.
  - d. The use of propane heaters inside the building or outside is prohibited.
  - e. Fire extinguishers are placed by the main door, upstairs and back door. All vendors are required to have knowledge of use.\*If your vendor is not on our “preferred vendor list” please have them contact our office.
8. **Parking** – Parking is limited to the Millbrook Playhouse lot only.
9. **Smoking** – Vendors, staff and guests must follow the smoking policy.
  - a. No smoking is allowed inside the building or on the deck areas. Smoking is only allowed in the designated smoking area on the lawn area and in the front of the building close to the road.
  - b. Smoking materials may not be distributed to guests inside the building . Smoking may be allowed within a designated area and all cigarette butts will be removed. Anyone found smoking within the Millbrook Playhouse building will resort in the immediate loss of the \$200 refundable excessive cleaning/damage deposit.
10. **Rehearsals**– Wedding rehearsals may be scheduled prior to the event at a cost of \$50 for one (1) hour and is based on availability. Minister, pastor and/or wedding planner must be present.
11. **Pets** – No pets of any kind are allowed in Millbrook Playhouse. Service dogs are excluded. Proof of service animal licensing and certificate must be provided prior to the wedding. All service animals inside the building must be wearing their official service vest at all times.
12. **Vendor Policies** – Due to the historic and sensitive nature of the Millbrook Playhouse, vendors are required to sign off on our “Vendor Agreement Policy “required by Millbrook Playhouse to help protect and preserve this historic building. Once a vendor has signed off, they will be kept in our files for the season and are not required to sign off on every event they do with Millbrook Playhouse. If your chosen vendor has not signed this policy please have them contact us prior to being booked by you. The renter is fully responsible for non-approved vendors regarding clean up, garbage removal, conduct and damage or excessive cleaning for Millbrook Playhouse staff. Renter will be solely responsible and may be charged and/or lose all claim to refundable cleaning deposit. If any vendor that renter has chosen who was on the Millbrook Playhouse list but violated the policies during the season, Renter will be notified and if chooses to continue with vendor will be considered a non-approved vendor. Millbrook Playhouse is not responsible for any vendors, approved or not, for

fulfilling contracts, obligations, refunds, or conduct. Please make sure to read each vendor contract carefully and that they have fulfilled the requirements to work at the Millbrook Playhouse .

13. **Deliveries and Pickup** – Unless client is using Millbrook Playhouse approved rental vendors, all rental items and vendor equipment must be removed at the end of the event.
  - a. The fire lane directly in front of the building may be used for loading and unloading
  - b. Keys must be left in vehicles at all times while in the loading zone in case of emergencies.
  - c. Loading and unloading is restricted to 15 minutes.
14. **Noise Level** – Amplified music must be maintained at a reasonable volume and is only allowed inside the building.
  - a. Millbrook Playhouse staff are authorized to lower sound provided by Band or DJ if deemed too loud. By ordinance all music must stop by 10:00 pm.
15. **Alcohol Consumption**
  - a. Vendor's staff may not consume alcoholic beverages while on the property during an event.
  - b. Legal drinking age in the state of Pennsylvania is 21 years old.
16. **Cleaning Procedures** – Due to wildlife in our area, cleaning up after each event is critical to protecting Millbrook Playhouse from wildlife damage.
  - a. Vendors/Renters may use sinks to dispose of water-based organic liquids and food juices only (no oils). There are no garbage disposals. The facility's refrigerator and microwave may be used.
  - b. All garbage must be disposed of properly in the dumpster's onsite or removed from property.
  - c. \*Caterers\* are required to wipe down / mop up all areas where food had been present
17. **Decorations** – All Decorations must be approved by the Millbrook Playhouse staff.
  - a. No tape (exception Shurtape), nails or staples can be used on building surfaces. Wire, Floral wire, non-stick tape are allowed
  - b. Candles may only be used cautiously table tops. If using candles, dripless candles are mandatory, must be stationary and enclosed in non-flammable containers. Battery operated tea lights are recommended.
  - c. No rice, confetti, birdseed, potpourri, glitter or any substance of that nature. Bubble machines are permitted outside only. Rose petals may only be used for decorating purposes on tables only, and must be cleaned up entirely at the end of the event.
18. **Lighting and sound Equipment Operation-** If use of Millbrook Playhouse sound and or light equipment is required, this equipment must be run by an employee of Millbrook Playhouse. The fee for a person to operate the equipment is **\$50.00 for 2 hours time**. If additional time is needed, the rate will be **\$20 per additional hour**. This fee will be paid

directly to the employee on or before the date of services. Please indicate on your agreement if these services will be necessary so that we may have a person scheduled for that day.

19. It is understood and agreed that should your group fail to adhere to all rules, policies and conform to the proper use of the building, the Millbrook Playhouse may, at its discretion, terminate this agreement and require the renting parties to vacate the building (during the event if necessary), forfeiting any and all fees and monies.

20. Millbrook Playhouse is not held liability for events not being held due to uncontrollable circumstances or acts of God.

**I/We have read and understood this agreement and the policies it contains. I understand that if I/We or any of the guests or vendors at the event does not comply with this agreement or the policies the event may be immediately terminated by Millbrook Playhouse in its sole discretion, and/or all deposits made retained by Millbrook Playhouse. I understand and agree that, in addition, I/we will be responsible and liable to Millbrook Playhouse for any costs exceeding the amount of the retained deposit.**

\_\_\_\_\_  
Renter(s) \_\_\_\_\_  
Date

\_\_\_\_\_  
Millbrook Playhouse Representative \_\_\_\_\_  
Date