



Rental Agreement # _____

Ridgway Public Library Conservatory & Garden Rental Information

Daytime Package

- \$250 for 5-hour daily rental
- Includes setup and tear-down time
- Garden and lawn access
- Tables and chairs available

Add-on: Conservatory and Varischetti Terrace

- \$50 add-on with 5-hour daily rental package
- Electric outlet access
- Lounge seating on Varischetti Terrace overlooking garden and lawn



Terms and Rental Details

Event insurance must be purchased by the renter. Checks to be made payable to “Ridgway Public Library”. The entire rental fee, security deposit, and signed rental agreement is required to hold a date. Rental dates can be requested between March 1 and November 1. Certain rental dates may be unavailable due to programs at the Ridgway Public Library. Contact the library director for available dates and times.

Indoor library use is limited to the public restroom. Contact the library for hours of operation. All trash must be disposed of by the renter. The Ridgway Public Library will not pay for trash removal or cleaning services, this will be the responsibility of the renter.

Tent and table rentals are recommended for larger events or ceremonies. Additional rental items and contracts are independent of your agreement with the Ridgway Public Library. The Ridgway Public Library is not liable for any damage to rental items. Structures or party features are prohibited from being attached directly to the conservatory, deck, light fixtures, or library building.

To make a rental reservation at the Ridgway Public Library Conservatory, contact the Library Director.

The rental requires a security deposit, 50% down payment, and signed rental agreement at the time of booking. This will hold the date for the event. The remaining payment and proof of event insurance must be made at least one week prior to the reservation date. Payment by cash or credit cards cannot be accepted. If payment is not received at least one week prior to the rental date, the rental agreement will be cancelled.

Patrons with active library memberships (who reside in Ridgway Township, Ridgway Borough, Horton Township, and Spring Creek Township OR are current library members who reside in Fox Township, Jay Township, or Benezette Township) will receive a \$25 discount. To receive the discount, the renter must have an active and current library membership at the time of signing the agreement.



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Ridgway Public Library Gardens & Conservatory Facility Rental Agreement

THIS AGREEMENT is entered on this _____ day of _____, 20____
by and between _____, with
address of _____,

(hereinafter “Renter and/or Renters”), AND “Ridgway Public Library,” with an address of 329
Center Street, Ridgway PA 15853, (hereinafter “Owner.”)

WHEREAS, the Renter desires to temporarily rent, occupy and make use of the Owner’s facility
for an event: and, WHEREAS, the Owner agrees to such rental, occupation and use in
consideration of certain payments and covenants stated below.

NOW WITNESSETH, the Parties, for themselves, their heirs, successors and assigns, intending
to be legally bound hereby and in consideration of the following terms and conditions agree:

LIBRARY POLICIES: The renter shall agree and abide by all policies (i.e. Internet Policy,
Patron Code of Conduct, etc.) set forth by the Board of Directors pertaining to the public use and
function of the Ridgway Public Library located at 329 Center Street (“Owner”).

GUEST CONDUCT & RENTER’S OBLIGATION: Renter is responsible at all times for the
conduct of its guests and invitees while at Owner’s facility. Specifically, Renter is responsible
for enforcing all the foregoing rules set forth in this Agreement. Renter shall also make sure that
the guests conduct themselves in a lawful and safe manner. Any material failure by Renter to
maintain proper guest conduct shall be considered their breach hereunder, and Owner may
exercise its remedies below.

NO SMOKING, ANIMALS OR FIREWORKS: Ridgway Public Library and grounds are a
tobacco, smoke and vape free facility. The presence of pets or other animals, except for a service
animal, at the facility is prohibited. Documents for the service animal must be inspected by the
library director prior to the event. The possession, detonation or use of fireworks at the facility or
grounds surrounding Ridgway Public Library is prohibited.

SPACE & FACILITIES: This Agreement grants Renter the right to utilize Ridgway Public
Library’s: outdoor garden area, tables, chairs, indoor restroom (during regular library business
hours) and Conservatory/Varischetti Terrace (if add-on is selected in agreement).

Ridgway Public Library will supply tables and chairs only. It is the responsibility of the renter to
set up the tables and chairs. These will be outside for the Renter to move around as
needed. Tables and chairs should be locked inside the conservatory or moved to the designated
storage area at the end of the event. The Renter is responsible for extra tables, table linens,
plates, flatware, cups, decorations and all other supplies.



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OCCUPANCY: Renter understands and agrees that the facility has a maximum occupancy of 75. Renter promises that the number of guests at its event will not exceed this occupancy.

DATE/TIME OF OCCUPANCY: Renter will have access to and use of the facility based on the package the Renter purchases.

RENTAL FEE & SECURITY DEPOSIT: Renter shall pay Owner the total sum that is agreed to along with \$100 security deposit not to be returned to Renter until AFTER the date of the event and upon a review of the property. The security deposit will not be returned for cancellations prior to an event, or if the property is left damaged following an event.

Renter shall pay Owner 100% of the security deposit and down payment as outlined in the package, due at the time of signed rental agreement to book the date.

Renter understands and agrees that Renter is liable for all damage to the facility or Conservatory, building, garden, or deck. Renter is also liable to Owner for any property of Owner's that is damaged during or missing after Renter's event. Renter understands that Renter is liable to Owner for the total amount of Owner's loss.

Renter shall also be liable to the Owner for any legal fees, court costs, and other expenses reasonably and actually incurred associated with collection.

Damage to the Garden area or inside the library will be assessed the next business day after the event. The security deposit will be returned to Renter within 2 weeks after the event, assuming no damage to the facilities.

INSURANCE: The Owner will add the Renter's event to Ridgway Public Library's insurance. For any additional coverage, a separate policy will need to be purchased by the Renter.

LIQUOR: The Renter may hire a licensed bartender to serve alcoholic beverages to its guests but only in strict compliance with Pennsylvania and local law. The sale of alcohol is prohibited. The distribution of alcohol to minors is prohibited.

All food and drink must be brought in by the renter. Catering services (cooking on the premises) must be pre-approved. The Ridgway Public Library cannot assist the renter in preparing or storing any food or drinks for an event.

DECORATING: No decorations may be attached to any part of the facility that could scratch, leave holes, remove paint or cause damage. No items may be stored at the facility prior to or after the expiration of the rental period.

FIRE PIT: Renter cannot light or use the outdoor fire pit. No open flame heating or decorative features are permitted on the property.



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MUSIC: Volume of music is at the discretion of the Owner and must meet any local ordinances pertaining to noise restrictions within Ridgway Borough. All music must end at least 30 minutes prior to the end of your contracted time. **ALL MUSIC MUST END BY 9:00 PM AND ALL REMAINING GUESTS MUST EXIT BY 10:00 PM**

CLEAN UP: The Renter is responsible for removing all of their items by the end of their package time frame. This includes but not limited to the following: decorations, food, beverages, garbage, personal items, etc. Any glitter or confetti used outside must be picked up from the grass. All garbage will need to be bagged and taken to be disposed of. Ridgway Public Library is NOT responsible for any of the Renter's and/or the Renter's guests items that have been left at the facility. For every 3' square area location that has bodily fluids, there is an additional charge of \$100/location for clean-up.

DEFAULT & REMEDIES: In the event the Renter does not pay in full when due any and all installments or rent or any other charge, expense, or cost agreed to be paid by Renter under the terms of this Rental Agreement or if the Renter shall fail to keep or comply with any of the covenants, terms or conditions of this Rental Agreement, Ridgway Public Library has the following remedies, all of which are cumulative and concurrent:

- If Renter breaches this Agreement prior to the date of Renter's event, Owner may terminate the Agreement and cancel Renter's event and institute suit against Renter for any unpaid balance and other damages and Owner may rent the facility to another party for that date; or,
- If the breach occurs during Renter's event, Owner may immediately terminate this Agreement and notify Renter, Renter's guests and invitees that they must immediately vacate the facility, and if any remain after said notice, Renter stipulates that they will be trespassers, and Owner may call law enforcement to have them removed, and Owner may institute suit for any balance owed or damages resulting from this breach; or,
- If the breach occurs after Renter's event, Owner may institute suit for any unpaid balance and other damages.

Renter agrees that Owner's foregoing remedies are cumulative and nonexclusive.

CONSENT TO AGREEMENT: In witness of understanding of and intending to be legally bound by the terms and conditions herein contained, the parties affix their signatures below.

Checks should be made payable to "Ridgway Public Library".

ASSIGNMENT AND SUBLEASING: The Renter shall not assign or transfer any interest in this agreement or otherwise sublease the rental of the facility to any other party.



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INDEMNIFICATION: Renter agrees that he/she/they are wholly and solely responsible for

- their guests and invitees. Renter is also solely liable for all clean up and property damage to the facility during their event and for the property missing from the facility after Renter's event. The Ridgway Public Library is not responsible for any items remaining in the building following the rental period. Ridgway Public Library is not responsible for damage to any vehicle in the parking area.

Renter will hold Ridgway Public Library, including its director, staff, and board members and harmless and indemnify them from all claims, counterclaims, suits, liens, fines, penalties, damages (including damages for death or personal injury and punitive or exemplary damages) or the liabilities whatsoever cause by, arising from or relating to Renter's occupancy, or use of the facility, including, but not limited to any act, error or omission, intentional or unintentional, passive or active, by the Renter, his/her/their guests, invitees, agents, officers, employees, assigns, contractors, subcontractors, partners or covertures. Renter shall also indemnify and hold Ridgway Public Library harmless from all liability for non-delegable duties," such as but not limited to, maintenance of the premises in a reasonably safe condition. Renter's obligation to indemnify and hold Ridgway Public Library harmless shall extend to and include all forms of liability regardless of the theory of law or equity upon which they are based, including but not limited to: contract, tort, environmental, regulatory or statutory violation, product liability or strict liability. Renter's obligation to indemnify and hold Ridgway Public Library harmless shall extend to reimbursement of Ridgway Public Library's and other indemnified parties attorney fees, expert witness fees, court costs and other expenses which Maker's Warehouse, LLC and other indemnified parties may reasonably and actually expend in order to defend themselves against all issues arising under this rental agreement, including but not limited to enforcement of this provision. Renter's obligation to indemnify and hold Ridgway Public Library and other indemnified parties harmless shall survive termination of this agreement, and Ridgway Public Library's and other indemnified parties' rights hereunder shall not be limited or barred by any statute of limitation or defense of laches.

Renter's Responsibilities

- I will be responsible for leaving the facility in the same condition that I found it.
- I will notify the Library Director of any damages caused by my event to the facility or equipment and will be responsible for reimbursing the Ridgway Public Library for all costs incurred in the repair or replacement of damaged facilities or equipment.
- I understand no weapons or alcohol are permitted on the property. The event will be cancelled, and no refund will be granted.
- I will be responsible for providing my own food, decorations, linens, or other items needed for the event.
- I will be responsible for removing all waste and trash at the conclusion of my event. No trash, decorations, or unwanted items can be left on the property.



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Ridgway Public Library Gardens & Conservatory Facility Rental Agreement

Contact Information

Contact/Person Responsible for Rental: _____

Phone Numbers – Home: _____ Cell: _____

Email: _____

Home Address: _____

Rental Details

Requested Date for Rental: _____

Type of Event: _____

Estimated Number of Guests (max 50): _____

Type of Package: _____ Garden/Lawn _____ Conservatory & Varischetti Terrace Add-On

Event Start Time: _____ Event End Time: _____

Vendors: _____

Additional Event Details: _____

By signing below, I agree that I have read and understand the terms of this Facility Rental Agreement. I agree to adhere to these requirements of the Ridgway Public Library as a condition of my rental of the facility.

Name of Renter	Signature	Date
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Name of Renter	Signature	Date
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Owner Representative / Library Director	Signature	Date
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Rental Agreement # _____

STAFF TO COMPLETE THIS SECTION

Event Details & Payment Information

Event Date: _____ Event Type: _____

Contact/Primary Renter: _____

Signed Agreement Received on _____, 20__

Patron Discount (-\$25)? Y / N - library card # ending _____

Security Deposit Information

Date Received _____ Check Details: _____

Paid in full? _____ Amount _____

Returned (Y/N)? _____ Date Returned _____

Reason for keeping Security Deposit (attach photographs)

Other information: _____

Package Payment

Package Type: _____ (+\$50 for Conservatory/V. Terrace)

50% at time of booking – received _____ check # _____ amount _____

50% 1 week before event – received _____ check # _____ amount _____

Proof of Event Insurance

Attach document.

Insurance Provider: _____

Contact Information: _____

Effective Date(s): _____