

**MANHEIM TOWNSHIP HISTORICAL SOCIETY (MTHS)  
RENTAL DATA SHEET**

To reserve the MTHS Stoner House and/or grounds, please complete and return signed copy of this form.

**STONER HOUSE & GROUNDS RENTAL RATES**

**MT Resident/ Non-resident    \$ 50 per hour**

**Payment in full is due 2 weeks before the event or at time of event if there is prior approval.  
Additional cleanup, replacement or repairs by MTHS \$ 50 per hour, or actual cost by outside contractor.**

**Make checks payable to: Manheim Township Historical Society  
Mail check and form to: Manheim Township Historical Society, 601 Granite Run Drive, Lancaster, PA 17601**

**The hours of the rental commence with the set-up or arrival of the caterer  
and end with the departure of the caterer or last guest.  
A MTHS representative will open and lock up the Stoner House for the event.  
For questions, please call Deb Frantz at (717)824-5639.**

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CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_ CELL PHONE \_\_\_\_\_

TOTAL NUMBER OF GUESTS \_\_\_\_\_ NUMBER OF GUESTS UNDER 21 \_\_\_\_\_

DATE OF FUNCTION \_\_\_\_\_ TIME OF FUNCTION \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

TYPE OF FUNCTION \_\_\_\_\_

TOTAL NUMBER OF HOURS FOR RENTAL \_\_\_\_\_ ALCOHOL BEING SERVED? YES/NO \_\_\_\_\_

CATERED? YES/NO \_\_\_\_\_ NAME / PHONE OF CATERER \_\_\_\_\_

TOTAL ESTIMATED RENTAL FEE \$ \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## **MTHS STONER HOUSE RENTAL POLICIES**

- 1.) **Setup and Cleanup** – Setup and tear down of tables and chairs are the responsibility of the renter. The renter may setup and decorate prior to the start, but the time must be included in rental fee. The renter will be responsible for all decoration and cleanup of same at conclusion of the event.
- 2.) **Rehearsal** – If you are holding an event that requires or you would like to have a rehearsal, please make arrangements for it by contacting MTHS, Deb Frantz at (717)824-5639.
- 3.) **Phone Service** – There is no phone available at the Stoner House.
- 4.) **Dressing Room Facilities** – The Stoner House does have a dressing room upon request. If this room is not available, there is a restroom.
- 5.) **Alcohol Service** – The renter is responsible for all guests who consume alcohol at their event. Please use good judgment and enlist the assistance of qualified bartenders if you are serving alcohol. Alcohol must be terminated at the written scheduled end time of your event. Alcohol consumption is limited to the house and grounds area. The serving of alcohol is restricted to those 21 years of age or older and is the complete responsibility of the renter. **ALCOHOL CAN NOT BE SOLD IN A PACKAGE OR AS A PART OF A MEAL OR ENTRANCE TICKET AS A PART OF THE EVENT.** It can only be provided to the renter's guest as part of the event.
- 6.) **Decorating Restrictions** – All decorations used within the Stoner House must be fireproof and are subject to the approval of the MTHS. **NO OPEN FLAME DECORATIONS, PROPERTIES, OR EQUIPMENT WILL BE PERMITTED.** Decorations are to be removed by the renter immediately following the event. Attachment of decorations must be discussed and approved by MTHS.
- 7.) **Tent Rentals** – MTHS does not provide or rent tents. If you need or want to use a tent, please notify the Recreation Department at (717)290-7180 as soon as possible to work out the details.
- 8.) **Parking** – Please park in designated parking areas beside and behind the Stoner House. No parking is allowed on grounds.
- 9.) **Rental Fees** - Estimated rental fees are due 2 weeks prior to your event or at time of event if there is prior approval. Please remember that rental fees begin with the arrival of the caterer or first guest and end with the departure of the caterer or last guest. Please check with your caterer on the amount of time required for food set up and clean up after your event. Make checks payable and remit to: Manheim Township Historical Society, 601 Granite Run Drive, Lancaster, PA 17601.
- 10.) **Lost or Stolen Items** – The Manheim Township Historical Society is not responsible for any items owned or used by renters/guests before, during, or after the event, such as personal items, food, beverage, decorations, tents, or equipment.
- 11.) **Smoking** - **SMOKING IS PROHIBITED IN THE HOUSE AND ON THE GROUNDS.**
- 12.) **Contract** – This Rental Data Sheet and the Facility Rental Agreement constitute a license to use the building and/or grounds solely for the purpose specified herein and for the time specified herein.
- 13.) **Security Deposit** – A deposit of \$50 will be required at the time of reservation.

**MANHEIM TOWNSHIP HISTORICAL SOCIETY (MTHS)**  
**STONER HOUSE RENTAL AGREEMENT**

DATE OF EVENT \_\_\_\_\_ RENTER \_\_\_\_\_

THIS RENTAL AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between MANHEIM TOWNSHIP HISTORICAL SOCIETY, 601 GRANITE RUN DRIVE, LANCASTER, PA 17601 and the undersigned renter.

INTENDING TO BE LEGALLY BOUND, MTHS rents to Renter and Renter takes from MTHS, the property described below upon all the terms, covenants, and conditions described in the Rental Data Sheet and MTHS Rental Policies, attached hereto and as hereinafter set forth.

- 1.) **Property.** The property subject to this Agreement is the Stoner House and /or the specified grounds around the Stoner House.
- 2.) **Rent.** The rent for the Stoner House and grounds is set forth on the Rental Data Sheet. The estimated cost shall be paid in full 2 weeks prior to the event or at the time of the event with prior approval. Any additional fees due hereunder shall be paid by Renter to MTHS immediately upon request.
- 3.) **Hours of Rental.** The rental is for the period set forth on the Rental Data Sheet. If the Renter has not fully vacated by the time set forth on the Rental Data Agreement, Renter shall pay MTHS the overtime charges set forth on the Stoner House Rental Fee Schedule for each hour or portion thereof beyond such period that the Stoner House has not been vacated.
- 4.) **Cancellation.** If the Renter terminates this Agreement more than 2 weeks prior to the event, the fee will be returned, less a \$25 administrative fee.
- 5.) **Alcoholic Beverage Policy.** It is the policy of MTHS that alcoholic beverages shall not be served to persons under the age of 21 years at the event. For any event at which persons under the age of 21 are expected to be in attendance, MTHS shall require the Renter to provide 1 monitor, supplied and responsible to the Renter who shall be authorized to enforce this policy.

**Alcohol Service** – The Renter is responsible for all guests who consume alcohol at their event. A licensed bartender shall be engaged if you are serving alcohol and shall provide MTHS with a liquor liability insurance certificate. Alcohol service shall be terminated 15 minutes prior to the scheduled end time of your event. Alcohol consumption is limited to the Stoner House and grounds.

ALCOHOL SHALL NOT BE SOLD IN A PACKAGE OR AS PART OF A MEAL OR ENTRANCE TICKET AS A PART OF THE EVENT. It shall only be provided to the Renter’s guests as part of the event.
- 6.) **Care of Property.**
  - (a.) At all times during the rental period, Renter shall take all actions necessary to maintain the Stoner House Property and Personal Property in good order and repair. Renter shall pay for all repairs to the Stoner House Property and Personal Property and other parts of the Manheim Township’s Property which are necessitated by any acts or lack of due care on the part of the Renter, its guests or invitees. Museum displays should remain untouched.

(b.) Renter shall be responsible for a thorough cleanup of the Stoner House and Personal Property to the same condition as that preceding the rental. Renter is responsible for the removal of all trash from the Stoner House and grounds to the designated trash cans.

7.) **Indemnification of Township.** Renter shall indemnify and hold harmless MTHS, Manheim Township, its agents and employees, from and against all liability, claims, damages, losses, and expenses, including attorney fees incurred with the connection therewith, arising out of or resulting from Renter's use of occupancy of the property of performance of its obligations hereunder. To the extent that any claim is asserted against the MTHS or Township by a third person for any injury or claim arising during the term of this Rental Agreement, Renter shall defend MTHS and Township at Renter's expense.

8.) **Insurance.** Renter shall provide MTHS with proof of insurance, listing MTHS as an additional insured with limits of coverage in the amount of \$1,000,000 per occurrence for general liability, and \$1,000,000 aggregate.

9.) **Authority of Renter.** If Renter is other than an individual, the undersigned individual represents that he/she has the authority to execute this Rental Agreement on behalf of Renter and further agrees to guarantee all liabilities of Renter hereunder.

10.) **Policies.** Renter acknowledges that he/she has had an opportunity to read this contract prior to signing it, understands the MTHS Rental Policies, and agrees to be legally bound by all of its terms.

IN WITNESS WHEREOF, this Rental Agreement is executed on the above date.

MANHEIM TOWNSHIP HISTORICAL SOCIETY

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Signature of Renter

PRINT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Please sign and return to:      Manheim Township Historical Society  
601 Granite Run Drive  
Lancaster, PA 17601

Please keep a copy of this contract for your records.