

# UNION MEETING HOUSE VENUE RENTAL AGREEMENT

*Mail payments and agreement to P.O. Box listed*

**Marietta Restoration Associates**  
PO Box 3, Marietta, PA 17547  
Rental Coordinator: Ronna Clark  
Phone: +1 (570) 575 - 6954  
Email: mariettara@gmail.com

## RENTAL RATES & PAYMENT TERMS

**Rental Rates:**                      *Full day : 8 hours*      *Half day : 4 hours*

- MRA Members' Discount: 50% off all rental rates (must be current MRA member before renting Union Meeting House)
- Monday - Thursday: \$500.00 full day / \$275.00 half day
- Friday - Sunday: \$750.00 full day / \$400.00 half day
- "Wedding Weekend" Package (Fri - Sun): \$2,000.00 total (**must rent all 3 days**)

### Rental Fees:

- Security Deposit: \$100.00 (separate check to MRA) (**always required**)
- \$100 per hour spent over agreed time
- Alcohol Insurance: \$100.00 (only required if serving alcohol)
- Cleaning Fee:     \$50.00 weekday / \$100.00 weekend

### Payment Schedule:

- Payment due in full
- Please use this [PayPal Link](#) or QR code:



### Cancellation Policy:

- 30+ days notice: Full refund minus \$25 processing fee
- Less than 30 days notice: \$100 cancellation fee
- Less than 14 days notice: 50% of rental fee retained
- Less than 7 days notice: Full rental fee retained
- Security deposit refunded within 14 business days after satisfactory post-event inspection



# FACILITY USE TERMS

*Handicap accessible facility*

## **Operating Hours:**

- Events: 8:00 AM to 12:00 AM (midnight - music must end)
- Cleanup extension: Until 2:00 AM if needed
- No overnight occupancy permitted

## **Included Amenities:**

- 21 tables (9 six-foot, 12 eight-foot)
- 100 folding chairs
- Basic kitchenette
- Restroom facilities
- Handicap Accessible
- Basic cleaning supplies and vacuum

## **Renter Responsibilities:**

- Provide own supplies: paper towels, toilet paper, garbage bags, hand soap, cleaning materials, etc.
- Remove all trash and recyclables from premises
- Return furniture to designated storage areas (tables stacked, chairs against stacked tables)
- Leave premises in move-in ready condition
- Turn off air conditioning or lower heat to 55°F at event end

# FACILITY RULES & RESTRICTIONS

## **Prohibited Items/Activities:**

- Smoking inside building (outdoor smoking permitted with proper disposal)
- Helium balloons (ceiling height creates removal issues)
- Taping or tacking items to walls/ceiling (with non-approved products)
- No confetti or glitter usage
- Playing on or around tombstones or organ
- Parking in Post Office lot

## **Permitted Decorating:**

- Command strips/products by 3M for wall hangings (no generic brand. Old plaster walls are sensitive)
- Tying decorations (no nails, tacks, or tape)
- Candles in hurricane-type holders (supervised)
- Chafing dishes (must be supervised)

## **Parking:**

- Street parking available
- Waldorf School lot at 15 W. Walnut St. (one block away)
- Two vehicles may temporarily park close to building for loading/unloading only

## **SAFETY & COMPLIANCE**

**Noise Ordinance:** Renter must comply with Borough of Marietta Noise Ordinance. Music must end by midnight.

**Building Access:** Designated MRA representative reserves the right to access the premises during events and has authority to:

- Remove disruptive individuals
- Terminate events that threaten safety or violate laws
- No refund will be provided if event is terminated for violations

### **Health & Safety:**

- Maximum occupancy: 100 persons
- All electrical appliances preferred over open flames
- Emergency exits must remain unobstructed
- Renter responsible for guest safety and behavior

## **LIABILITY & INDEMNIFICATION**

**Assumption of Risk:** Renter acknowledges and assumes all risks associated with use of the premises, including but not limited to building condition, mechanical systems, and grounds.

**Hold Harmless:** Renter agrees to indemnify and hold harmless Marietta Restoration Associates and the Borough of Marietta from all claims, damages, or injuries arising from renter's use of the premises, regardless of cause.

**Damage Responsibility:** Renter is strictly liable for repair/replacement costs of any damage or loss occurring during rental period, including but not limited to:

- Building structure and fixtures
- Historical artifacts (tombstones, organ)
- Furniture and equipment
- Grounds and landscaping

**Payment Terms for Damages:** All repair costs must be paid within 10 days of written notice. Unpaid amounts accrue 15% annual interest. Damage to historical artifacts will be charged above and beyond the security deposit.

## ADDITIONAL TERMS

**Photography/Media:** MRA reserves the right to use event photos for promotional purposes. Renter may opt out by written request.

**Legal Relationship:** This agreement creates a license for premises use only and does not establish a landlord-tenant relationship under Pennsylvania law.

**Attorney Fees:** In the event of legal action to enforce this agreement, prevailing party is entitled to reasonable attorney fees.

**Modification:** This agreement may only be modified in writing, signed by an authorized MRA representative.

**Entire Agreement:** This agreement supersedes all prior negotiations and constitutes the complete understanding between parties.

**Sever-ability:** If any provision is deemed unenforceable, the remainder of the agreement remains in full effect.

## ACKNOWLEDGMENT & SIGNATURES

I acknowledge that I have read, understood, and agree to all terms and conditions of this rental agreement. I understand this is a legally binding contract.

**Renter:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**MRA Representative:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Key Pickup:** To be arranged prior to event date.

*Union Meeting House - 80 N. Waterford Avenue, Marietta, PA 17547*

**Contract Date:** \_\_\_\_\_