



# The Celtic Center of Lancaster

## EVENT SPACE RENTAL AGREEMENT AND CONTRACT LONG TERM TENANT

Agreement made on \_\_\_\_\_, 20\_\_\_\_, by and between The Celtic Center of Lancaster LLC and \_\_\_\_\_, referred to as "Client". The Celtic Center of Lancaster agrees to make available the use of the Studio located at 1285 Manheim Pike Suite 3, Lancaster PA 17601 with the following terms and conditions.

Days & Times of Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Usage: \_\_\_\_\_

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

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

Client Phone: \_\_\_\_\_

Client Email: \_\_\_\_\_

- A signed contract is due 10 days before the first date of booking
- Payments are due on a monthly basis before the 1<sup>st</sup> of each month.
- A copy of your Liability Insurance naming The Celtic Center of Lancaster (See Insurance section on Page 3) is due not later than (10) days prior to your event.
- Copies of Child Abuse History Clearances and FBI background checks are required for all staff members and subcontractors of the "Client" and are due by the first day of their using our facilities.

Cancellation: Client must give 30 days notice when this monthly contract is to be terminated. This contract will continue on a monthly basis until notification is received.

Payments should be made to Celtic Center of Lancaster LLC. Cash, Checks and all major credit cards are accepted.

RENTAL RATES

Jones Room \$5 per half hour / \$10 an hour

Nicolson Room: \$20 an hour

McNally Room: \$35 an hour

Hourly Rate: \_\_\_\_\_ x Monthly Usage: \_\_\_\_\_ = \_\_\_\_\_

Total Monthly Fee: \_\_\_\_\_

\*Please note exceptions or discounts here: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Monthly Fee with discounts: \_\_\_\_\_

Client Initials: \_\_\_\_\_ Date: \_\_\_\_\_

*Please read the material below to make sure all parties understand the requirements of providing for everyone safety and keeping Celtic Center of Lancaster maintained and a safe location for future use.*

**Rental Fees:**

A signed contract must be received to reserve your days and times. Payments must be made on a monthly basis before the 1<sup>st</sup> of each month. Client must give 30 days notice when this monthly contract is to be terminated. This contract will continue on a monthly basis until notification is received. Payments should be made to Celtic Center of Lancaster LLC. Cash, Checks and all major credit cards are accepted.

**Insurance:**

Liability Insurance is required of all clients and is due no later than ten (10) days prior to your first classes. The insurance must, at client's sole expense, provide and maintain public liability and personal property. The insurance required hereunder shall have a single limit liability of no less than \$500,000, and general aggregate liability of not less than \$1 Million. The Celtic Center of Lancaster LLC shall be named as an additional insured of said policy.

**Smoke-Free Facility:**

The Celtic Center of Lancaster is a smoke-free facility. There is no open flame or frying allowed on site or any cooking that will create a large amount of smoke as our facility is not ventilated. No smoking in any restroom. If smoking materials are discarded in planters, sidewalks or grounds, an extra cleanup charge will be imposed. Any guests violating the smoking restriction will be asked to leave the premises by the staff.

**Attorney Fees:**

In the event The Celtic Center of Lancaster retains the services of an attorney to represent its interests in regard to the lease or to bring an action for the recovery of damages or other charges, the Client agrees to pay a reasonable attorney fee of not less than \$500.00 or 20% of the sum sued for, whichever is greater, plus the costs of any legal action.

**Lost and Found:**

The Celtic Center of Lancaster takes no responsibility for personal effects and possession left on premises during or after any usage by the Client. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

**Promotions and Copyright:**

It is important to us that you have a successful program while using our facilities. Should The Celtic Center of Lancaster be engaged in the promotion of your events, it is imperative that we see and approve all marketing messages and communications 30 days prior to usage. We are happy to provide professional created images and logos of The Celtic Center of Lancaster for promotional needs. We also reserve the right to take pictures of your event and use them for our marketing and promotional purposes.

**Cleaning:**

The Celtic Center of Lancaster will be in clean condition prior to your usage. If necessary, you will need to incorporate your set-up time and clean-up time into the rental agreement. You are required to return the space to the same condition in which it was found. Included in your rental price, The Celtic Center will take care of cleaning and stocking bathrooms, removing trash from trash receptacles, and cleaning of floors, glass, and mirrors.

**Site Decoration:**

The Celtic Center of Lancaster want you to feel welcome at our venue and will therefore make every effort to allow renters to prepare decorations reflecting their creative requirements. We ask that only the staff of the Center assist with re-arranging and moving any furnishings, including artwork, lighting, or seating. No nails, screws, staples or

penetrating items should be used on our walls. Any tape or gummed backing materials must be properly removed and in an extreme case of any wall damage, the card on file will be charged.

**Liability:**

Renter agrees to indemnify, defend, and hold The Celtic Center of Lancaster, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to the personal guarantee of provision, service and dispensing of payment by client, its employees, and agents.

**Entry:**

Under certain circumstances, a key to the building will be provided to long-term tenants. Renters who have been given a key are required to lock front and back doors and turn off all lights upon exiting the building if they are the last person in the building. The key must be returned as soon as the contract is terminated.

**Clearances:**

Copies of Child Abuse History Clearances and FBI background checks are required for all staff members and subcontractors of the "Client" and are due by the first day of their using our facilities.

Client Initials: \_\_\_\_\_ Date: \_\_\_\_\_