

# DMHA Banquet Room – Facility Use & Liability Waiver Agreement

Type of Activity: \_\_\_\_\_ . EVENT Date: \_\_\_\_\_

Name/Organization Renting: \_\_\_\_\_

Address for deposit refund: \_\_\_\_\_  
Address city State Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Liability Waiver

I affirm that I have **read and understand** the **Downingtown Masonic Home Association (DMHA) RULES & REGULATIONS** for use of the facility. I further affirm that I am authorized to act on behalf of the group identified above and that on behalf of the group do affirm that we shall **be responsible for any and all damages to the facility, equipment, building and property inflicted as a result of our activity**. I further affirm on behalf of the group that our group shall hold the DMHA & Williamson Masonic Lodge 309 **harmless for any liability claims** arising out of the use of the facility.

**I understand all trash, decorations and items brought must be removed at the conclusion of the event. I understand that the facility must be restored to it's condition when received.** I also understand any use of **alcohol**, if permitted, will be strictly controlled as prescribed under the laws of Pennsylvania. Failure to do so, or violation of the Rules and Regulations will result in immediate eviction from the premises. Eviction will result in **forfeiture of all fees** and security deposits.

- Refundable Security Deposit: \$250 Deposit Due at Signing
- Rental Fee: \$400 due prior to event / when key is provided.
- = Total Received: \$ \_\_\_\_\_

By Signing below I understand and agree to abide by the rules and regulations of the DMHA.

Renter's **Signature:** \_\_\_\_\_ **BALANCE DUE DMHA \$** \_\_\_\_\_

Deposit: \$250. Cash / Check. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_. Received by: \_\_\_\_\_

Returned \$ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_. Initials \_\_\_\_\_ . Damage / Cleaning / Disruption / Safety

DMHA Rep.: \_\_\_\_\_ Date: \_\_\_\_\_ Booking

DMHA Rep.: \_\_\_\_\_ Date: \_\_\_\_\_ Hall Inspection Approved / Not Approved

## NOTE:

1. Facility **not handicap accessible**
2. **Non-smoking facility.**
3. Recommend the renting party **obtain Liability Insurance.**
4. Parking not permitted in neighbors parking area, vehicles will be towed
5. Parking area and grounds are subject to inspection.

Intls \_\_\_\_\_

**Please make checks payable to DMHA Booking subject to Cleared check prior to event.**



**Downingtown Masonic Home Association**  
Williamson Masonic Lodge 309 - 210 Manor Avenue - Downingtown PA. 19335

**RULES & REGULATIONS**

- (1) A Borough issued "SPECIAL EVENT" permit (if required) must be posted at Hall entrance. It is the Lessee's responsibility to procure any required permit prior to the event.
- (2) Occupancy of Banquet Hall is not to exceed 80 persons.
- (2) Banquet Hall will be left in the **same condition when you leave as when you found it**.
- (3) Use or distribution of any drugs deemed illegal will result in eviction from the premises.
- (4) **Smoking** within the building is strictly **prohibited**.
- (5) Use of glitter, sequins, confetti or like materials is **prohibited**.
- (6) Tape, adhesive materials, nails, thumbtacks or marking pens **may not** be applied to any wall. Other decorations must receive prior approval.
- (7) **Open flames**, such as candles without proper chimneys & pyrotechnic devices are **prohibited**.
- (8) Kitchen is used for serving **prepared foods only**. Food preparation requires a Chester County Food Handlers License (License to be provided by Lessee if preparation is planned).
- (9) Unless prior approval is received, **alcoholic beverages** of any kind are strictly prohibited in the building or any part of the property. Violation will result in the immediate termination of the event, eviction from the property and forfeiture of all applicable monies.
- (10) Fighting in the Building or on the property is strictly prohibited. Police will be summoned.
- (11) All areas beyond the Banquet Hall, Kitchen and Restrooms are **OFF LIMITS** and are not to be used except in case of emergency.
- (12) Only **DRY** trash materials are to be placed in trash bags provided, compacted and securely tied shut. Trash bags should be **placed by the dumpster** located in the parking lot.
- (13) Building will be **open 30 minutes** prior to scheduled event time. If additional set up time is required, it will be granted at **an additional charge of \$30.00 per hour** unless previous arrangements have been approved. **All events will terminate by 11PM**. Loud music must **cease by 10 PM to abide by the Downingtown Borough Noise Ordinance**. Failure to do so will result in a violation issued by the Police to the Lessee.
- (14) Failure to shut down at the designated time is a violation of the agreement and may result in **forfeiture of the security deposit**. **VIOLATION OF THE RULES AND REGULATIONS MAY RESULT IN THE REVOCATION OF THE AGREEMENT AND IMMEDIATE EVICTION FROM THE PREMISES. EVICTION WILL RESULT IN FORFEITURE OF ALL FEES AND/OR SECURITY DEPOSIT.**