

LEESPORT FARMERS MARKET

PO BOX 747 * 312 GERNANTS CHURCH RD, LEESPORT PA 19533
610-926-1307 | info@leesportmarket.com

RENTAL AGREEMENT

LEESPORT FARMERS MARKET, INC. (hereinafter referred to as “Lessor”) hereby rents to

Name: _____ Phone: _____

Address: _____

Email: _____

(hereinafter referred to as “Lessee”) any part of 312 Gernants Church Rd located in Leesport, Berks County, Pennsylvania (hereinafter referred to as “Premises”), under the following terms:

Venue: _____ Event Type: _____

Rental Date: _____ Event Time: _____

	Price	Paid
Rental Fee - Amount Due 7 Days Before Event		
Alcohol Fee (covers additional event insurance)		
25% Security Deposit/Booking Fee - Non Refundable for Cancellations (Due at Booking)		
Security Deposit Returned		

Head Count: _____ Table Count: _____ Chair Count: _____

- Your rental includes any 12-hour period you choose between the hours of 8am and 11pm on your reserved date. You will be allowed 3 additional hours for set-up. You may set-up the day before IF the room is available.
- A final head count must be given to us a week before your event. Any special table and chair requests must be also made at this time. We cannot guarantee the availability of extra tables or chairs after your final headcount has been given.
- Party must conclude by 10:30pm with all personal belongings removed by 11pm. **Doors will be locked promptly at 11pm. This is not negotiable.**
- All trash should be inside trash bags and placed in the dumpster. Floor & tables must also be cleaned prior to leaving.

Please sign to confirm you have read and understand the “Rental Rules and Policies”. Return the original copy of this agreement along with your security deposit to the Leesport Farmers Market Inc

Date: _____ Lessee Signature: _____

Initial: Event WILL _____ WILL NOT _____ have alcohol.

Lessee agrees to indemnify and save harmless Lessor from any liability by reason of personal injury to any person on or about the Premises, and from any claims made by any persons injured as a result of the intoxication and actions of Lessee or Lessee's guests.

Alcohol Fee – If you are planning on having alcohol at your event, an alcohol fee will be charged. This will cover the cost of any additional Event Liability Insurance that may be needed. This is included as part of the alcohol fee and our agent may contact you if there are any additional questions regarding your gathering. The following questions must be answered in order to have alcohol at your gathering.

Will there be music? Circle which one applies

BAND

DJ

SPEAKER

NONE

What types of alcohol will you have at your event? Circle all that apply

BEER

WINE

LIQUOR

NONE

How will the alcohol be available to your guests? Circle which one applies

CASH (they pay for it)

OPEN BAR (free)

NONE

How will the alcohol be served? Circle which ones applies

BARTENDER

SELF SERVICE

N/A

Date: _____ Lessee Signature: _____