



APRC Community Room Rental Agreement and Waiver of Liability
207 Ottawa St, Johnstown, PA 15904

Date of Rental Agreement: _____

RENTER INFORMATION

Renter First and Last Name: _____

Group Name (if applicable): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

EVENT DETAILS

Date of Rental: _____ Purpose of Rental: _____
(reunion, shower, birthday party, memorial service, etc)

Estimated Number of Participants: _____ *Maximum capacity is 125*

Event Start Time: _____ Event End Time: _____
Community Rooms opens at 8 am and closes at 8 pm

Early Entry Requested: YES / NO *Additional Fee is \$100 for entry night before (after 4 pm)*

RENTAL FEE AND PAYMENT

Weekday Rate: \$75 per hour, includes table and chair room set up

Weekend Rate: \$200 per day (8 am – 8 pm), includes table and chair room set up
Non-refundable \$100 security deposit (will be paid toward total fee)

Payment Schedule: Half of the total rental fee is due at signing of agreement
Remaining balance is due ten (10) days prior to event
Payment methods accepted: cash, check, credit / debit

Cancellation Policy: Made 10 days prior to event receive a 50% refund
Made less than 48 hours prior to event forfeit rental fee

GENERAL RULES AND REGULATIONS

- Smoking / vaping is not permitted on the premises *(inside or outside building)*
- Alcohol consumption is not permitted
- Open flames (including lit candles) are not permitted in the Community Room
- Pets are not permitted within the Community Room *(except for service animals)*
- Noise levels must be reasonable as our campus is the home of seniors
- Decorations are to be only placed on the blue partition wall
- Pushpins and tape are not to be used on the walls or windows
- Renter assumes all liability for injury, damage, or loss resulting from use of the premises
- APRC is not responsible for lost or stolen items



RENTAL CLEAN UP

- Leave all trash in provided garbage bags next to kitchenette for removal by Maintenance
- Remove all personal items brought into the Community Room
- Leave the Community Room organized and tidy as it was upon arrival
- Conduct a walk-through with staff before and after event (report any damages at this time)

RENTER AGREEMENT

I (we) agree to release, indemnify, defend, and hold harmless the Arbutus Park Retirement Community (APRC), its employees, and assigns of any and all liability for or on account negligence, willful misconduct, or any personal injury or damage to real or tangible personal property which might occur while I (we) rent the Community Room of APRC.

I (we) shall indemnify APRC from any claim by any third parties including legal fees and any other consequential expense.

I (we) will be responsible shall also abide by all rules imposed by APRC for the proper occupation of its facility and for any damages occurring during the rental of the Community Room by my (our) group which may result from my (our) rental or occupation of the facility.

A fully executed agreement will be emailed to the renter unless no email address is provided.

Adult supervision for children within the building is the responsibility of the renter.

Renter (authorized signee) will be responsible for any damages occurring during the rental of the Community Room by their group.

TOTAL RENTAL FEE CALCULATION

Weekday Rate Total:	\$75 x _____ hour(s)	=	\$ _____
Weekend Rate Total:	\$200 x _____ day(s)	=	\$ _____
Early Entry (night before) Fee	\$100 per event	=	\$ _____
TOTAL FOR RENTAL		=	\$ _____

Date of first payment (half of total): _____ Date of remaining balance: _____

Agreement by: _____
 Signature of Authorized Renter Date

Approved by: _____
 Signature of APRC Representative Date

Please sign and return agreement via email to kjosephson@arbutusparkmanor.com
 Or via postal mail to Business Office: Arbutus Park Retirement Community
 ATTN: Kelsey Josephson
 207 Ottawa Street
 Johnstown, PA 15904