

Lititz Historical Foundation Garden / Facility Rental

Behind the 18th Century homes of Johannes Mueller and Christian Schropp lies the Mary Oehme Memorial Garden. This tiered garden, available May through October, offers an intimate setting for weddings, parties, and other special events. The Carriage House, on the lower level of the property, includes a dressing room and two restrooms for the use of guests.

Arrangements to tour the garden and grounds with a Foundation representative can be made by phone or email to the Foundation/Museum. Information listed below.

Policies and Procedures

Rental Deposit and Fees:

Deposit:

A **\$100.00** non-refundable deposit is required at the time of booking to secure the date. with the remaining balance due two weeks prior to the event.

Fees:

Small group: Up to 50 people: \$50.00 per hour, two hour minimum

Large Group: 51 to 150 people: \$75.00 per hour, two hour minimum

Wedding rehearsal: \$25.00

Accepted methods of payment:

Cash

Credit Card (VISA, Master Card, Discover)

Check: Payable to the Lititz Historical Foundation

Certificate of Insurance:

All Garden / Facility rentals require an **Event Liability Insurance Certificate** to cover the event and use of the Foundation/Museum for property damage, personal injury to Lessee and all other parties involved in the event and general liability.

The Certificate of Insurance must be in the amount of \$1,000,000.00 and may be obtained as a rider on a homeowners policy or through an independent insurance company.

The Certificate must be received by the Lititz Historical Foundation no less than thirty (30) days prior to the event.

The Lessee agrees not to hold the Lititz Historical Foundation, nor its employees nor its representatives in the performance of its obligations, responsible for any and all claims, liability costs and expenses including attorney fees, resulting from and in connection with the Lessee's use and occupancy of the property of the Lititz Historical Foundation Museum. The Lessee agrees to indemnify and to hold the Foundation harmless from the same.

Rental Agencies:

LHF does not provide chairs, tables or tents. An Independent Rental Agency may be utilized for the event. The Lessee is responsible to make arrangements for set up and tear down of chairs, tables or tents used. Set up is permitted six (6) hours prior to the event. Short term storage space is available in the garage of the Carriage House, subject to advance arrangement with the Foundation Representative. Rental Agency pickup must be done by the next business day. The Lessee is responsible to have all items left for Rental Agency pickup removed from the lawn area within two hours after the event and placed in the Carriage House garage (if prior arrangements are made) or along the wall in the parking area off of North Lane. The Foundation is not responsible for those items left for pickup.

Access to the gardens for set up and tear down should be made using North Lane which runs behind the property.

Decorations:

Decorations and props for the event must be used in such a manner as to not cause damage to any part of the Museum property.

Clean up:

Because the gardens are opened to the public, the Lessee is responsible to make arrangements for cleanup of tables, chairs, decorations, props and items thrown on the ground such as rose petals, etc. immediately following the event.

If clean up of the grounds is to be done by the Foundation staff, prior arrangements must be made. The Lessee will be charged a service charge equal to the hourly group rate rental fee with a one hour minimum.

Gardens and Grounds:

The grounds will be prepared for the event by the Foundation garden staff and two trash receptacles will be available for the Lessee's use.

The Garden will be closed to the public during the event.

Lessee and guests should arrive no earlier than one hour before the scheduled event time and depart within an hour after its ending.

A Foundation representative will be on site during the event.

Smoking is not permitted in any Foundation building or on the grounds.

Alcoholic beverages may not be served to persons under 21 years of age nor may be sold on the property.

A small amplified music system or live musicians are permitted. Details regarding music must be discussed with the Foundation representative.

There are electric outlets available throughout the gardens to use for the event.

Note that not all areas of the museum garden are handicap accessible. Limitations should be considered in the planning of the event.

Carriage House:

Restrooms for guests and invitees are located in the Carriage House on the lower level of the property. This building is **NOT** handicap accessible. The Museum building has a handicap accessible restroom which may be used by the Lessee's guests and invitees by prior arrangement. Please discuss the need for this facility with the Foundation Representative.

Rain Plan:

There are no inside accommodations in which to hold the event on the museum property. The Lessee is responsible for making alternative plans in case of inclement weather. Notice of any changes must be made known to the Foundation Representative no less than 24 hours prior to the event. The Lessee will be refunded the total amount of the hourly rate paid for that day if the event can not be held in the garden due to inclement weather.

**For more information or to schedule an appointment
contact the Lititz Historical Foundation**

email: lhf@dejazzd.com

phone: 717-627-4636
(please leave a message)

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