

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. 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 **Reservation and Hourly Rental Fees**

Reservation Fee:

- ◆ \$100.00 reservation fee is required at the time of booking to secure the date.
- ◆ This fee is not included with nor deducted from the hourly fee total and is retained by the Lititz Historical Foundation if the event is canceled by the Lessee.

Hourly Fees:

- ◆ **Small group:** 50 people or less: **\$75.00** per hour, three (3) hour minimum
- ◆ **Large Group:** 51 to 150 people: **\$100.00** per hour, three (3) hour minimum
- ◆ **Wedding rehearsal:** **\$50.00** maximum 2 hours
- ◆ **Payment in full due** two (2) weeks prior to the scheduled event

Accepted methods of payment:

- ◆ Cash
- ◆ Credit Card (VISA, Master Card, Discover)
- ◆ Check: Payable to the Lititz Historical Foundation

Certificate of Insurance:

- ◆ **Event Liability Insurance is required for all rentals of the garden and facilities of the Lititz Historical Foundation.**
- ◆ This insurance policy covers the use of the Foundation / Museum against 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 a separate event policy 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.

Gardens and Grounds:

- ◆ The grounds will be prepared for the event by the Foundation garden staff.
- ◆ Two trash receptacles will be available for the Lessee's use for the event.
- ◆ The Garden will be closed to the public during the scheduled 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.
- ◆ **Note: Not all** areas of the museum garden are handicap accessible. Limitations of those attending should be considered in the planning of the event.
- ◆ The Foundation representative will be on site for all meetings scheduled and agreed upon with the Lessee concerning the event prior to and on the day of the event.
- ◆ The Foundation representative will arrive one (1) hour prior to and leave one (1) hour after the scheduled event.
- ◆ Guests may arrive and must depart within the block of time agreed upon for the event.

Rental Agencies:

- ◆ LHF does not provide chairs, tables, podiums, arbors, tents, etc. for private events.
- ◆ An Independent Rental Agency may be utilized for the event.
- ◆ The Lessee is responsible to make arrangements for rental of these items used for the event.
- ◆ Day and time of drop off and pickup of these item must be coordinated with the Foundation representative.
- ◆ Rental items may be placed neatly on the walkway at the steps of the stone porch behind the Mueller House. Access the garden walkway from Main Street in front of the Mueller House.
- ◆ Limited storage is available in the Carriage House for a fee. **See below****
- ◆ Rental Agency pickup must be done by the next business day.
- ◆ The Foundation is not responsible for those items dropped off or left for pickup.

Carriage House: Garage, Service Rooms and Restrooms:

- ◆ ******The Carriage House on North Lane at the back of the property has limited storage space for chairs and other props within the garage section of the building.
- ◆ ******There is a **\$25.00 fee** to use the garage section and must be coordinated with the Foundation representative for access to the garage for drop off and pickup of chairs and props.
- ◆ The other section of the Carriage House consists of a small main service room, a small private changing room and two (2) restrooms for use by the Lessee and guests of the event.
- ◆ Access to these restrooms is made through the main service room. Please keep this in mind for your guests needs.
- ◆ The Carriage House building and these restrooms are **NOT** handicap accessible.
- ◆ A handicap accessible restroom is located in the museum building and may be used by the Lessee's guests. Please discuss the need for the use of this facility with the Foundation representative.

Decorations:

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

Music and Sound System

- ◆ Musicians or recorded music is permitted for the event.
- ◆ A sound system may be used for the event but please be respectful of the volume for the residents adjacent to the museum property.
- ◆ Electric outlets are available for use in various locations on the grounds.

Set Up, Tear Down and Clean Up:

- ◆ The Lessee is responsible for set up and tear down of chairs and props used for the event by members of their group.
- ◆ Set up of the event space is preferred five (5) hours prior to the event.
- ◆ Set up of the event space may be done the evening before **IF** it does not interfere with another event. This must be coordinated with the Foundation representative.
- ◆ Tear down must occur within one (1) hour after the scheduled end time of the event.
- ◆ Anything thrown on the ground such as rose petals or the like must also be cleaned up within one (1) hour after the scheduled end time of the event.
- ◆ If clean up of the grounds is done by the Foundation staff, the Lessee will be billed a service charge equal to the hourly group rate rental fee with a one (1) hour minimum.

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 on the day of the event.

Cancellation and Refund:

- ◆ Notice of any changes must be made known to the Foundation representative **no less than 24 hours prior to the event.**
- ◆ If the event can not be held in the garden due to inclement weather the Lessee will be refunded the total amount of the **hourly rate** paid for that day.
- ◆ The \$100.00 Reservation Fee will be retained by the Foundation.
- ◆ If the Lessee cancels the event less than two (2) weeks prior to the scheduled event for reasons other than weather, **half of the hourly rate** will be refunded to the Lessee.
- ◆ The \$100.00 Reservation Fee will be retained by the Foundation.
- ◆ The Foundation will work with the Lessee if an unexpected circumstance arises and the Lessee would need to reschedule the event.

**Questions, available dates or
schedule an appointment
contact the**

**Lititz Historical Foundation
PO Box 65
145 E. Main Street
Lititz, PA 17543**

**Phone: 717 - 627 - 4636
(please leave a message)
email: lhf@dejazzd.com**