

Park Facilities Use Form

RENFREW MUSEUM AND PARK - 1010 E. MAIN STREET – WAYNESBORO, PA 17268

(Phone) 717-762-4723

(Fax) 717-762-6384

(Email) renfrew@innernet.net

Name of individual or group requesting the use of Renfrew Park: _____

Requested Date(s): _____ Time: _____

Contact Person: _____ Contact Phone: _____

Contact Mailing Address: _____

Reason for Request (check one): Wedding Pavilion (for the purpose of) _____

Information about Levels and accompanying Security Deposits are on the back of this sheet.

Level of Rental _____ Approximately how many people do you expect for your event? _____

*Certificate of Insurance required (not applicable for private party Pavilion rentals) No Yes

List any special needs your group might require. ***Special requests for rentals (pavilion and weddings) that require additional entertainment, etc. must be addressed by the Renfrew Executive Committee board at a regularly scheduled meeting.**

Use of Renfrew by organized groups holding public events require a *Certificate of Liability Insurance*. Certificates must name Renfrew Committee, Inc. and the Borough of Waynesboro as additional insured. The CSL (combined single limit) is 1,000,000 dollars to cover Premises and Operations liability for Bodily Injury and Property Damage. If it is determined that insurance coverage is necessary to hold your event at Renfrew, this contract will not be approved until the certificate is received at the Museum and Park Office. **Please note that the need for insurance generally does not apply to private party pavilion rentals or weddings. If there is any question as to the need for Liability Insurance, the contract will be reviewed by Renfrew Committee, Inc. the Managing board of Renfrew Museum and Park.*

I (we) _____ request to use Renfrew Park for the above described rental level. I (we) have read the included Rules and Regulations of Renfrew Park and agree to comply with them during use of these facilities. This signed contract is approved when reviewed and signed by an appropriate Renfrew staff member. I also understand that Renfrew Museum and Park will only issue a refund in the event that the entire park closes on that day. The closing is at the discretion of Renfrew’s staff only (Renfrew’s choice) and would have to involve a natural disaster, such as a flood. If my event is canceled for any other reason (renter’s choice) I (we) will not receive a refund of the Rental Fee, but the Security Deposit would, of course, be returned.

Total rental fee due: _____ Date received: _____ Insurance Required? (Yes) (No) If so, date received: _____

_____	_____	_____	_____
Renter's Printed Name	Date	Renfrew Representative's Printed Name & Title	Date
_____	_____	_____	_____
Renter's Signature	Date	Renfrew Representative's Signature	Date

Security Deposit for \$ _____ received on (date) _____ by Renfrew staff member _____

NOTE: No reservation will be guaranteed until full payment is made, cash or check only, please. Reservations are on a first come, first serve basis. Please complete form and return with payment to Renfrew Museum and Park.

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Levels of rental:

\$45 Level One – Pavilion: Four hour use of the pavilion only. This rental affords no use of Museum house and grounds. All activities must take place in the lower pavilion area **only**. Rental group parking in lower lot **only**.

\$85 Level Two – Pavilion: Full Day (sunrise to sunset) use of the pavilion only. This rental affords no use of Museum house and grounds. All activities must take place on lower pavilion lot **only**. Rental group parking in lower lot **only**.

\$200 Level Three – Wedding: Morning or afternoon simple Walk-up Ceremonies on designated areas of the Museum Grounds. No accessories. No pavilion. . Rental group parking in lower lot **only**.

\$300 Level four – Wedding: Morning or afternoon simple Walk-up Ceremonies on designated areas of the Museum Grounds. **Limited accessories**. No pavilion. . Rental group parking in lower lot **only**.

\$400 Level five – Wedding: Full Day use of the pavilion and Walk-up Ceremony. This rental affords a full day use of the pavilion area and a walk-up ceremony or gathering. This walk-up gathering would involve the rental group walking up from the pavilion area for the ceremony. The renter **may** set up tables, chairs, and/or tents on the museum grounds, after requesting these in writing. The rental group may **only** park in the lower pavilion lot. **Note: The ceremony must take place on lawn between house and wall. (Areas of the patio or behind the stone wall are not available for ceremony). No audio equipment is allowed and no staples may be used for decorations in any areas. Removal of picnic tables from pavilion area only for reception- all tables must be replaced in pavilion after event.**

Security Deposits - for each level are equal to the cost of that level: Those that schedule events at each level are asked to write two checks. The first check secures your event's date. The second, the security deposit, must be written within 30 days of your event and held in reserve until afterwards. Failure to observe the information on the front of this form and/or park rules and regulations will result in forfeiting this security deposit. After your event, we will promptly refund your security deposit, pending an inspection by a Renfrew Staff person of the pavilion and grounds. This refund will be returned at the discretion of the Renfrew Staff and is not negotiable.