



1010 East Main Street · Waynesboro, PA 17268 · (717) 762-4723 · info@renfrewmuseum.org

PARK FACILITIES USE FORM

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

Address: _____

Requested Date (s): _____ Time: _____ How many people expected at your event? _____

Contact Person: _____ Contact Phone: _____ Email: _____

Reason for Request (check one): Wedding _____ Pavilion _____ Wagon Shed Room _____ A/V Equipment _____

Purpose of Event: _____

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

Rental Option Choice and Fee _____

*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 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. Reservation is approved when rental fee is submitted with contract and reviewed/ signed by a Renfrew administrative staff member. I also understand that Renfrew Museum and Park will only issue a refund in the event that the entire park closes for 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 (renters choice) I (we) will not receive a refund of the Security Deposit or Rental Fee. If both Security Deposit and Rental Fee have been paid, the Security Deposit will be returned.

Total rental fee due: _____ Date received: _____ Insurance required? (No) (Yes) If Yes, 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 \$ _____ received on (date) _____ by Renfrew staff member _____

Note: No reservation will be guaranteed until full payment is made. We accept cash, check, debit, or credit card. Reservations are on a first come, first serve basis. Please complete this form and return with payment to Renfrew Museum and Park. Please be aware that Renfrew is a public park and museum. Other events and usage of the park will continue during your rental.

Revised 8/1/2020



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RENTAL OPTIONS

Wagon Shed Room, \$50 for the first two hours during regular business hours; \$75 for the first two (2) hours during non-business hours. Each additional hour is \$10. Minimum two (2) hours: Rental includes use of Wagon Shed Room and restroom facilities with access to the Visitors Center exhibit gallery. Room seats a maximum of 48 if seated at tables or 75 seated in chairs. Indicate your desired room set-up at time of booking.

Rental of Renfrew's audio-visual equipment, for use in the Wagon Shed Room only, is an additional \$10 per hour and includes screen, projector, speaker, and amplified sound. Please bring your own laptop or tablet. Indicate your equipment needs at time of booking. A/V equipment is not available for wedding or pavilion rentals.

Pavilion Rental, \$50 for first four (4) hours, \$10 each additional hour. Minimum four (4) hours: Rental includes use of the Lions Club Pavilion and surrounding area, public portable toilet facilities, and public restrooms in Visitors Center at the west end of the park. This rental affords no use of the Museum House and grounds area. All activities must take place in the Lower Pavilion lot. Rental group parking is in lower lot next to Pavilion. The Pavilion seats 150 people.

Walk Up Wedding, \$200. Wedding ceremony on designated area of the Museum grounds located on lawn behind Museum House inside stone wall. No accessories (such as arbor, chairs, runner, tent, flower arrangements, etc.) allowed for this wedding level. Rental group parking is in lower lot next to Pavilion.

Wedding with Accessories, \$300: Wedding ceremony held on designated area of the Museum grounds located on lawn behind Museum House inside stone wall. Accessories allowed include: chairs, arbor, runner and flower arrangements. Renfrew does not rent or provide any accessory articles. Scheduling must be coordinated for delivery of chairs, etc. with Renfrew staff. No pavilion with this rental. Rental group parking is in lower lot next to Pavilion.

Wedding with use of Pavilion, \$400. This rental affords a full day use of the pavilion area and wedding ceremony on designated area of the Museum grounds located on lawn behind Museum House inside stone wall. Accessories allowed include: chairs, arbor, runner and flower arrangements. Scheduling must be coordinated for delivery of chairs, etc. with Renfrew staff. Rental group parking is in lower lot next to Pavilion.

Please note: The wedding ceremony must take place on the lawn between the Museum House and stone wall or in the Pavilion. The term "wedding" shall also include renewal of vows. Please keep the sound level of any electronic equipment such as speakers, PA systems, etc., at the lowest level possible for your event, so as not to disturb other people using the park. Your assistance in keeping noise to a minimum is appreciated. Renfrew does not rent wedding accessories. Scheduling for delivery of any accessories shall be coordinated with Renfrew staff. Rehearsal, if requested, must be scheduled with Renfrew staff. Wedding, reception party, and cleanup must be completed by dusk. Scheduling pick-up of accessory items must be coordinated with Renfrew Museum staff.

Security Deposits are required and are equal to the amount of each rental: Security deposit must be paid when reservation is made and secures your event's date. **The second amount due, which is for the rental fee, must be paid within 30 days of your event.** 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, approximately two weeks, pending an inspection by a Renfrew staff person of the pavilion and grounds. Any damage or cost of clean-up will be deducted from security deposit.

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