



Preserving Our Past to Serve Our Future

Friends of Johnston, Inc.
Camel's Hump Farm on the Johnston Estate
1311 Santee Mill Road
Bethlehem, PA 18017
484-241-6117

Property Rental Agreement (exclusive of Weddings)

Please complete and return the contract and Hold Harmless Agreement release described below:

This contract is entered into on this _____ day of _____

Between renter(s) _____ and Friends of Johnston, Inc. (owner).

Rental Fee amount _____ plus \$100 security deposit _____

Renter (please print) _____

Address _____

Phone: (Home) _____ (Work) _____ (Cell) _____

Email address: _____

Date of Event: _____ Nature of Event: _____

Number of Guests (approximate): _____ Event Start Time (approximate) _____

Please remember to supply your current Certificate of Insurance (organizations).

Building(s) you are requesting: ___ Farmhouse ___ Guest House ___ Barn ___ Patio ___ Pond Area ___ Tent

Description of Event _____

Please make all checks payable to: Friends of Johnston, Inc.

1311 Santee Mill Road Bethlehem, PA 18017

I agree to all terms and conditions as described above:

_____ Date _____

_____ Date _____

Renter Name (Print) _____

FOJ Representative (Print) _____

Renter Signature

FOJ Representative signature

For FOJ use only:

Current Certificate of Insurance _____ yes _____ N/A

Date of Rental Request _____

Security Deposit: Date: _____ Check#/Charge: _____ Amount _____

Down Payment: Date: _____ **Check #/ Charge:** _____ **Amount:** _____
Final Payment: Date: _____ **Check #/ Charge:** _____ **Amount:** _____

Property Rental Agreement Terms

Payment

Your preferred rental date can be held for up to five days without payment. After that time, we cannot guarantee your preferred date. A \$100 security deposit is required to secure the date. In addition to the security deposit, one half of your rental fee is due two months before event date. The balance of your rental is due no later than one month before your event. No set up of your event may begin until full payment has been made. Additional rental equipment payment will be due the day of your event.

Security Deposit

Renter is liable for any damages to the facility, equipment and grounds. A \$100 security deposit is required to cover the cost of repair for any damages incurred by renter, guests, or contract labor (i.e. caterer, florist, decorator, etc.) The deposit will be returned to the renter at the address given us after the area used is inspected for damage. Should damages exceed the deposit, the renter will be billed for the balance, with full payment expected within 30 days after your event.

Cancellations, Date Changes and Refunds

The originally agreed upon block of time is binding and any changes in date (unless approved by owner) or cancellations of date will result in loss of \$100 deposit. Any cancellations made one month or closer to event date will result in loss of security deposit and first half of rental fee. If renter is in arrears of first payment which is due one month prior, renter is still responsible for payment of first installment. If any cancellations are made two weeks prior to event, all fees will be forfeited. If renter is in arrears for final payment, renter will be held accountable for said final payment. Accommodating requests for date changes is subject to availability. After the contract has been signed, a cancellation or change of date will be accepted in writing only.

Owners are not responsible for any "acts of God" or terrorist acts which make it impossible to hold your event at the site. If the site becomes unusable due to an "act of God" or terrorist act, or unlikely event the farm terminates allowing events, owners cannot be held responsible for any additional costs or difficulties this causes to the renter. Refunds will be considered on a case-by-case basis in the event of such an occurrence.

Renter indemnifies and holds harmless owners and / or any Wedding Planner or Director from any and all damages caused to renter. In the event of any legal action, the Renter shall be responsible for any and all legal costs incurred.

Smoking

No smoking is allowed in any of the buildings. Smoking is allowed in designated areas away from buildings. All cigarette butts must be placed in appropriate receptacles.

Decorations

Renter must inform Owner of decoration plans for approval.

No open flames are allowed inside barn or on Natural Lands Trust Preserve.

Use of floating candles in tent is permissible.

No nails, staples or tacks may be used when decorating. Renter is responsible for removal of any other decoration adhesive or string used while decorating.

No spray paint, glitter or rice.

No electrical work may be done to barn, unless by licensed electrician approved by Owner.

Owner can supply ladders for use in decoration.

No rice may be thrown at the ceremony only birdseed, bubbles, etc. are approved.

Times

Site is available on a half day (5 hours) or full day(10 hours) schedule. Morning 9am-2pm, Evening 3pm- 8pm on the day of the event. **The latest music and festivities can occur is 10:00pm.**

Capacity of each building:

Farmhouse- 70 Guesthouse 40 Barn 100 Pond 125 Tent 125

Set-Up/Take Down

Your rental fee covers cleaning and appearance of grounds before your event. Set up of chairs, tables, decorations, etc. is the responsibility of the renter. Friends of Johnston, Inc. employees are available to help at an hourly rate. Set up and take down may take place between _____ 9am and _____ 11pm. Before vacating the premises the renter/caterer must gather all trash/decorations from the barn and the grounds into trash bags and place it at designated trash bins near farmhouse. All chairs and tables must be returned to barn. All spills must be thoroughly cleaned. Please leave site in the condition you found it. Failure to complete any of the above will result in the loss of part of your security deposit. Set up and take down responsibilities change if there is a Sunday wedding. If there is a Sunday wedding, Saturday event are not responsible for cleaning and returning chairs and tables after their reception. Sunday’s bride and groom are not responsible for set up or clean up of tear down. Sunday’s only responsibility is removal of their personal decorations.

Parking

Parking is available in the field beyond the barn. No parking is allowed in front of the barn. Deliveries may park in drive in front of barn long enough to deliver equipment. NO parking allowed along private drive. Bridal party may park between Guesthouse and barn.

Alcohol

All alcohol must be provided by renter. No Cash Bar allowed. All alcohol must be served by a certified/licensed bartender. No one under 21 years of age is allowed to consume alcohol. Inappropriate behavior, exposure to liability due to excessive drinking, damage to property, injury to individuals and other such activities can result in the individual being asked to leave premises. Owner has right to ask bartender to refuse alcohol to intoxicated individuals. Renter is responsible for calling a driver if individual appears to be incapable of safe driving or behaves in a threatening manner.

Certificate of Insurance

A certificate of Insurance is required from your Homeowners or Rental Insurance carrier naming Friends of Johnston, Inc. as an additional insured/Special Event. The certificate needs only to be for the one day event, and the limit should be greater or equal to \$1,000,000 of coverage. If you do not have Homeowners or Renters Insurance, a one-day premise policy can be purchased.

General

At least one representative from Friends of Johnston, Inc. will be on premises during event to assist with any problems or questions that may arise.

The Friends of Johnston, Inc. reserves the right to final approval or rejection on a case-by-case basis.

REV. 2.22.17

I agree to all terms and conditions as described above:

_____ Date _____

_____ Date _____

Renter Name (Print)

FOJ Representative (Print)

Renter Signature

FOJ Representative signature