AGREEMENT FOR THE USE OF THE

**NAZARETH REGIONAL AMBULANCE CORPS EVENT CENTER**

at 519 Seip Avenue, Nazareth, Pa. 18064

The Nazareth Regional Ambulance Corps (NRAC) Event Center is available for lease subject to the term and conditions described in this Agreement. When signed and accepted by the Lessee and countersigned by an Ambulance Corps official, this Agreement is binding on the parties.

1. Event Room. Use of the event room will be limited to a maximum of eighty (80) people. All Lessee’s must be 21 years of age or older.
2. Deportment. Persons reserving the event hall and kitchen facilities are responsible for the conduct and deportment of their guests.
3. Kitchen. The use of the kitchen entitles the Lessee to the use of the counter with serving window, the left refrigerator and the sink. It is recommended that the Lessee does not use the stove, oven, second refrigerator, dishwasher, or utensils. All food catering will be done under a separate contract with a caterer of the Lessees choice.
4. Decorations. Any special decorations will be the responsibility of the Lessee to set up and take down. No nails. tacks, screws, tape, wires, etc. can be used to place decorations or signs on any of the walls or ceiling within the facility. Free-standing and table top decorations are permitted. No confetti, sand, bird seed, etc. inside facility.
5. Smoking. Smoking and open flames, (except cake candles) are prohibited in the facility. Smoking is permitted only on the rear porch.
6. Animals. No animals, except service dogs, are allowed in the rental facility.
7. Parking: Patrons are to park to the rear of the facility off of GW Stoudt Blvd with overflow parking up front.
8. Entrance: All patrons are to enter the event center from the rear porch.
9. Limits. The Lessee agrees that all guests, patrons, and other individuals will remain in the event center, its entrance and porch/parking area. No persons are permitted to enter any other areas of the building. The Lessee certifies that he/she will ensure that this provision is enforced.
10. Liability. Lessee hereby agrees that Nazareth Regional Ambulance shall not be liable for any accidents, property damage, personal injuries or death occurring on the premise during, before or after the event.
11. Facility Inspection. The ambulance corps representative will conduct a pre- and post-activity walk through inspection of the event center. This will include inspection of any kitchen equipment, decorations or other accessories that may be provided by the Lessee in support of the event. Any discrepancies will be noted on the post-inspection report and signed by both representatives. The ambulance corps reserves the right to determine the cost of repair, replacement or restoration of any facilities damaged by the Lessee. Lessee agrees to be financially responsible for any and all damages which may occur.
12. Rental Fee

Cleaning deposit: $ 200.00 due at time of contract with a separate check,

 Refundable upon inspection.

Rental fee: $ 300.00 due no less than seven days (7) prior to event

1. Event date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lessee may enter facility one hour prior to start time for decorating and setup.

Rental will be for five (5) hours, including set-up and clean-up.

1. Nature of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Cancellation of Event. In the event Lessee desires to cancel the event, the Lessee shall provide notice at least (7) days in advance to the Ambulance Corps official or forfeit the rental fee.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be duly executed the day and year first above written:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative of NRAC Name Lessee Name

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Printed Name Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lessee’s Clean-up Checklist**

***This must be completed following your event***

* Sweep floors and wipe up major spills.
* All tables and chairs are cleaned and put away.
* No tables or chairs were taken outdoors.
* No hot food items were on tables without hot pads.
* All spills wiped up on counters and in refrigerator.
* All items were removed from the refrigerator and taken home that were brought in.
* Bathrooms are clean, water is off, and toilets are flushed.
* Lights are off.
* Trash cans have been emptied and trash bags have been taken outside of facility by generator.

Your deposit check /cleaning fee will be returned by mail if all of the above is completed and no physical damage is done to the facility.

**NRAC Contact names are**:

Jackie Kalynych: Cell: 610-972-6104 Email: Jkalynych@nazarethems.com

Kristen Chanclor: Cell: 610-740-4433 Email: kchanclor@nazarethems.com

**\*\*\*\* This facility is an emergency evacuation shelter and in the event of a major incident you maybe cancelled at last minute with a full refund.**

 Updated: 07.17.2023