



Rental / Lease Agreement



The FOP Lodge #53 is the “Home” of Bucks County active and retired police officers and we ask that you respect the property and buildings while visiting during your stay with us. Members of FOP Lodge #53 may stop in to check on your event and/or be present to exercise their privileges of the use of the lodge home during the rental times. We wish all of our members and supporters nothing but the best of times while enjoying our facilities.

RENTAL FEES

Rental fees: All members of the FOP and members of the public, as individuals or organizations, are required to pay in addition to the **\$150.00** deposit a rental fee according to the rates set forth below.

- **1 Day = \$350.00**
- **2 Days [consecutive] by the same renter = \$425.00**
- **3 Days [consecutive] by the same renter = \$500.00**
- **5 day (Mon thru Fri) by same renter = \$1,000.00**
- Required deposit **\$150.00**.

RESERVATIONS, DEPOSITS AND REFUNDS

Reservations: The Fraternal Order of Police Lodge #53 (hereafter referred to as FOP Lodge #53) maintains pending rental notifications on the FOP Lodge #53 events calendar and may be viewed under “Pavilion Rental” drop-down at www.pafop53.org. When a renter communicates any date of interest, Renters should first check the availability before holding a date as pending. In the chance another event is requested on the same date, the renter will have 48 hours to send in a NON-REFUNDABLE deposit of **\$150.00** to reserve the specific date. (The first deposit received will reserve the desired date.)

Deposits: At the time of this agreement, the signed Contract Letter of Agreement, the signed Hold Harmless Agreement, and [when using a caterer] the various *Caterers Insurance Certificate(s) shall be submitted for approval by FOP Lodge #53 or its designated manager. Full payment of the contract fee is payable thirty (30) business days in advance of the scheduled event, plus the full cost of security deposit (\$150.00) that shall be returned to the renter if no damages occur related to the event.

Refund: Security deposits will be returned within two (2) weeks after the event, when all requirements have been satisfied or no damage is claimed. Failure to comply with requirements may result in cancellation of the event and loss of the security deposit. This stands whether you hold your event or not. If the grounds/pavilion are not found to be in good condition at the end of your event, you may face additional costs to clean, repair, and restore the property to its original condition. **NO INDIVIDUAL IS PERMITTED TO CHARGE FEES TO THE PUBLIC TO ATTEND IN ORDER TO PROFIT FROM THE USE OF THE GROUNDS / PAVILION OF FOP LODGE #53.**

*Caterers shall provide proof of Workman's Compensation, Liability Insurance, and Health Department Certificate all of which may be kept on file at FOP Lodge #53 and updated as needed.

GENERAL GUIDELINES

Availability of the Pavilion at Fraternal Order of Police Lodge #53

Please feel free to contact the Event Manager at **267-396-6115**.

The lessee will read and accept all of the following prior to signing this agreement and will be bound by same.

- 1. TRASH REMOVAL:** Renters are responsible for providing large (30) gallon plastic trash can liners(bags) and emptying all trash containers at the end of the event. Place all trash bags, boxes and other debris in (not on, or next to, or behind, or around) the dumpster located at the lower end of the parking lot. Place all aluminum and other recyclables in the proper drum(s) located near the pavilion. Note: Should the Pavilion Manager or any other FOP Member be required to clean up trash, debris, cans, bottles, coals, animal droppings, etc. left behind after your event, the Lessee shall be billed for clean-up service fees of at least **\$150.00** and by virtue of signing this agreement, does agree to accept and pay any fees levied upon them including the cost of any repairs of damage to the lodge property, grounds, buildings, equipment or materials and will face financial and legal remedies.
- 2. COOKING GRILLS:** The two (2) pedestal charcoal grills are available for use by all lessees/renters. You must provide your own easy light charcoal. Hot coals from barbeque grills **MUST** remain in the grill and be soaked with water. **DO NOT** put coals in any trash container or onto the ground. ***The use of (LPG) grills are not permitted by lessees/renters. This does not include caterers as part of their operations and their equipment.***
- 3. FIRE RING:** The fire ring must only be used by an adult, and said adult must remain at the fire ring the entire time a fire is live in the fire ring. The adult is responsible for control and extinguishment of

said fire. No trash, plastics, glass, vinyl, gasoline, kerosene, or explosive materials may be burned in the fire ring. A water bucket is located at the pavilion for your safety. Please do not use Fire Extinguisher on fire pit unless an emergency exists!

4. **PYROTECHNICS – FIREWORKS:** The use &/or display of fireworks of any kind is prohibited on FOP Lodge #53 property.
5. **TABLE COVERINGS / DECORATIONS:** The use of nails, staples, screws and/or thumbtacks ARE STRICKLY FORBIDDEN. Please use Blue Painters Tape or removable Post It brand materials. MYLAR balloons are PROHIBITED as they pose a fire hazard.
6. **PETS:** Renters and their guests may bring pets onto the property, as long as they are socially friendly to humans and other animals and shall have the proper vaccinations as well as being properly licensed [& displayed on collar as required by Pa. law]. Renters MUST maintain control of the pet at all times and clean up any/all pet droppings prior to departing the lodge grounds/property. *Refer to Section #1 Trash Removal.
7. **DAMAGES:** Any lost, stolen or damaged property of FOP Lodge #53 SHALL be replaced or paid for by the organization and the individual signing this Rent / Lease Agreement. And, replacement options will be determined by the Executive Board of the FOP Lodge #53.
8. **VEHICLES:** All vehicles will be operated with care, on hard surfaces and will not exceed 10 MPH while on the property. DO NOT PARK OR DRIVE ON THE GRASS!
9. **LODGE HOME:** The rental of the picnic grounds and pavilion DOES NOT include the use or entry into the FOP Lodge #53 Home. Doors to the lodge home are secured and alarmed as well as video surveillance is in use twenty-four (24) hours a day. Only FOP Lodge #53 members are permitted to enter the lodge home.
10. **DISRUPTIVE BEHAVIOR:** We ask that you respect our property, neighbors and the community of Wycombe by keeping the actions and sounds to a reasonable expectation. You may have music (Live

bands, DJ's, or Radio) as long as the volume is maintained not to be considered disruptive to our neighbors. No music may be on prior to 9:00 AM or after 9:00 PM. Under no circumstances may individuals under 21 years of age consume, transport, or serve to others, any liquor or malt or brewed beverages. The organization and/or individual signing this agreement accepts full responsibility for the actions of ALL GUESTS AND ATTENDEES at your event. Everyone must vacate the property by 11:00 PM.

11. Exceptions to overnight accommodations may be made after review and consideration by members of the Executive Board of FOP Lodge #53. Those considerations may include, but not be limited to, the exigent logistical needs resulting from natural or manmade disaster, special deployment of Emergency Service(s) personnel, community needs, or assistance with service to the community, etc.
- 12. INDEMNIFICATION:** Lessee SHALL indemnify Lessor (FOP LODGE #53) against all claims for injury to persons and/or property occurring on the premises or because of conditions of the premises, even though such injury was caused by the negligence of Lessor or of one acting for the Lessor, and due to cancellation of event for safety, act of God or any reason deemed appropriate by the Pavilion Manager &/or FOP Lodge #53 Executive Board members.



FOP LODGE #53

PAVILION RENTAL WORKSHEET (notes of pavilion mgr.)

Renter / Organization: _____ . **Contact Person:** _____

E-mail: _____ . **Phone:** _____

Address: _____

City: _____ , **State:** _____ , **ZIP:** _____

Length of rental considered:

1 day \$350.00 Date: _____

2 days [consecutive] by same renter \$425.00 Dates: _____

3 days [consecutive] or weekend by same renter (Fri thru Sun) \$500.00 Dates: _____

5 day (Mon thru Fri) by same renter \$1,000.00 Dates: _____

Today's Date:

\$ 150.00 Security Deposit (Check **or** Money Order # _____) Returned date? _____

\$ _____ .00 Rental fee Payment (Check **or** M.O. # _____) Received date ____/____/____

(Separate checks would enable faster return of deposit.)

Number attending: () **Catered?** NO YES If "yes" contact info of caterer: _____

CLEAN-UP LIST

Kitchen: Counters clean? Sinks cleaned? Water shut off? Refrigerator empty & clean?

Restrooms: Overall appearance clean? Clogged sinks or toilet? Misc:

Pavilion area: Cleared of trash /debris? Decorations removed? Lights off?

Swings, Ball field, etc. Equip't gathered & returned? Turf damage? BBQ & Fire Ring extinguished?

All fires / grills extinguished? Horseshoes / Quoits, Volleyball(s) returned?

Misc. problems: *(FOP Rep. should attach photos of damage)*

Pavilion Mgr or FOP Reg. _____ . **Inspection date:** _____ .

(Signature)

“HOLD HARMLESS”
AGREEMENT FOR RENTER / LESSEE

The renter / lessee shall exercise all due respect and caution for the actual premises and its property.

The renter / lessee is responsible for any damage or monetary loss to FOP Lodge #53 resulting from neglect or abuse of the FOP Lodge #53 name and/or property.

If alcohol is to be present it is the responsibility of the Renter / Lessee to comply with all local and state laws governing its use and distribution. **Under no circumstances may individuals under 21 years of age consume, transport, or serve to others, any liquor or malt or brewed beverages.**

The Renter /Lessee hereby agrees to indemnify, save, and hold harmless FOP Lodge #53, their agents and members:

- Against any and all loss and/or damage to any and all parts of the premises, including without limitation, the facilities, equipment, and all furnishings thereof, which may occur at the time of use of the FOP Lodge #53.
- Against any claim of liability, loss and/or damage to any person or persons for personal injury, including death, or infringement of personal rights. Renter / Lessee further agrees to assume, at its own expense, the defense of aforesaid damages or of any action(s) based thereon.
- Proof of liability insurance naming FOP Lodge #53 as an additional insured is required.

We have read, understand and agree to comply with the terms of the Hold Harmless items set forth:

Signature / Title: _____ Date: ____ / ____ /20____

Printed name: _____

Organization/Company Name: _____

FOP Lodge #53 representative: _____ Date: ____ / ____ /20____

03/20/2023



“HOLD HARMLESS”

AGREEMENT FOR CATERER & FOOD SERVICE

The Caterer shall exercise all due respect and caution for the actual premises, furnishings and property of FOP Lodge #53. The caterer is responsible for any damage or monetary loss to FOP Lodge #53 resulting from neglect or abuse of the FOP Lodge #53 and/or property.

Caterer hereby agrees to indemnify, save, and hold harmless FOP Lodge #53 their agents and members:

- Against all loss and/or damage to any and all parts of the premises, including without limitation, the facilities, equipment, and all furnishings of which may occur at the time of the use of the FOP Lodge #53 site.
- Against any claim of liability, loss and/or damage to any person or persons for personal injury, including death, or infringement of personal rights. Caterer further agrees to assume, at its own expense, the defense of aforesaid damages or of any action(s) based thereon.
- Proof of general liability insurance naming FOP Lodge #53 as an additional insured is required.

We have read, understand and agree to comply with the terms of the Hold Harmless items set forth:

I am electing to serve food and I am agreeing to hold harmless the FOP Lodge #53.

Signature / Title: _____ Date: ____/____/20____

Printed name: _____

Organization/Company Name: _____

FOP Lodge #53 representative: _____ Date: ____/____/20____

03/20/2023



“AGREEMENT & SIGNATURES” page

THIS AGREEMENT, MADE THIS DATE ____ / ____ / 20____, BETWEEN HOME ASSOCIATION OF BUCKS COUNTY F.O.P. LODGE #53 AND LESSEE IDENTIFIED AS:

NAME OF ORGANIZATION: _____ . A NON-PROFIT 501c3? Yes N

ADDRESS: _____ CITY: _____ STATE: _____

INDIVIDUAL REPRESENTATIVE: _____ PHONE: _____

DAY OF EVENT: ____ . DATE OF EVENT: ____ / ____ / 20____ .

START: ____ AM-PM END: ____ AM-PM TYPE OF EVENT: _____

ACCURATE NUMBER OF GUESTS: _____

I/WE AGREE TO ALL CONDITIONS OF THIS 8 PAGE AGREEMENT SET FORTH BY THE HOME ASSOCIATION OF FOP LODGE #53 AS OUTLINED IN THIS LEASE AGREEMENT THAT HAS BEEN REVIEWED PRIOR TO THE SIGNING OF THIS AGREEMENT AND SUBJECT TO THE PAYMENT OF ALL FEES AND TERMS BY THE ORGANIZATION/INDIVIDUAL NAMED ABOVE.

SIGNATURE: _____ . DATE: ____ / ____ / 20____ .
LESSEE INDIVIDUAL OR ORGANIZATION REPRESENTATIVE

SIGNATURE: _____ . DATE: ____ / ____ / 20____ .
HOME ASSOCIATION F.O.P. LODGE #53 – PAVILION MANAGER OR AGENT

MAIL AGREEMENT AND RENTAL DEPOSIT FEE TO:
MAKE CHECK PAYABLE: **FOP LODGE #53**

Pavilion Manager
FOP Lodge #53
P.O. Box 553
Wycombe, PA 18980-0553
Phone: **267-396-6115**

03/20/2023

