

Lititz Historical Foundation Garden / Facility Rental

Behind the 18th Century homes of Johannes Mueller and Christian Schropp lies the Mary Oehme Memorial Garden.

This tiered garden, available May through October, offers an intimate setting for weddings, parties and other special events.

Arrangements to tour the garden and grounds with a Lititz Historical Foundation representative can be made by phone or email .

Rental information listed below.

Rates, Policies and Procedures:

Rates/Fees:

- **Small Group:** Up to 50 people: **\$600.00**
- **Large Group:** 51 – 150 people: **\$800.00**
- **Deposit Fee*:** **\$100.00**
*Required at time of booking to secure date. Will be deducted from the Group Rate.
- **Balance of payment due:** **Thirty** (30) days **prior** to the event.
- If booking less than 30 days from the event, the entire amount is due at time of booking.
- Rental of the gardens is a 24-hour time frame which will be determined by the Lititz Historical Foundation Representative (hereinafter LHF) and the Lessee.
Example: A rehearsal planned for the previous day will constitute the start of the 24 hours ending at the same time the day of the event.
- **\$50.00 per hour** for Additional time beyond the allotted 24 hours.
- Rates and Fees are subject to change without notice.

Cancellation:

- If the event is cancelled within 48 hours due to severe weather **50%** of the garden rental rate will be refunded. (Small Group: \$300.00 / Large Group: \$400.00)
- If the Lessee cancels the event within two (2) weeks prior to the event the **total rental fee** will be retained by LHF.
- If the Lessee cancels the event 30 days or more prior to the balance due date and it being paid, the **\$100.00 deposit** will be retained by LHF.
- If the Lessee needs to reschedule the event LHF will work with the Lessee.

Accepted Payment Methods:

- **Cash**
- **Credit Card:** VISA, Master Card, Discover
- **Check:** Payable to the Lititz Historical Foundation

Policies and Procedures:

Certificate of Insurance:

- Event Liability Insurance is **required** of all rentals of the garden and facilities of the Lititz Historical Foundation.
- The Certificate of Insurance must be in the amount of \$1,000,000.00 and may be obtained as a rider on a homeowner's policy or an event policy through an independent insurance company.
- This insurance policy covers the use of the Foundation/Museum against property damage, personal injury and general liability to the Lessee and all parties involved in the event.
- **Certificate must be received by the Lititz Historical Foundation no less than thirty (30) days prior to the event.**
- The Lessee agrees not to hold the Lititz Historical Foundation, nor its employees nor its representatives, in the performance of its obligations, responsible for any and all claims, liability costs and expenses including attorney fees, resulting from and in connection with the Lessee's use and occupancy of the property of the Lititz Historical Foundation/Museum. The Lessee agrees to indemnify and to hold the Foundation harmless from the same.

Rental Agencies:

- LHF does not provide chairs, tables, podiums, arbors, tents etc. for private events.
- Independent Rental Agencies may be utilized for the event.
- The Lessee is responsible to make arrangements with a rental agency for the rental of these items for the event.
- Day and time of drop off and pickup of rental items must be made known to the LHF representative.
- Rental items may be placed neatly along the stone wall next to the Carriage House of the LHF parking lot off North Lane.
- Items may also be placed neatly in the walkway at (but not blocking) the steps of the stone porch behind the Mueller House.
- Rental Agency pickup must be done by the next business day.
- The LHF is not responsible for items dropped off or left for pickup.

Decorations and Props:

- Decorations may be used for the event in such a manner as to not cause damage to any part of the Foundation property or grounds.
- Props such as arbors must be positioned in a manner as to not cause damage where they will be secure and not topple over due to instability or weather.

Music and Sound System:

- Musicians or recorded music is permitted for the event.
- A sound system may be used for the event, but volume must be respectful of the residents adjacent to the museum property.
- Music must end by 8:00pm.
- Electric outlets are available at various locations on the property.

Set up and Tear Down:

- The Lessee is responsible for set up and tear down of chairs, tables, props, etc. used for the event.
- Set up and tear down of chairs etc. must be done within the 24-hour allotted rental time frame as agreed upon by the Foundation representative and the Lessee.
- Chairs etc. must be neatly placed back to the designated areas as previously noted.
- Tents rented by a rental company must be removed by the next business day.
- Anything thrown on the ground such as rose petals, or the like must be cleaned up within the 24-hour time frame. Rice, confetti, birdseed or the like is not permitted.
- The gardens will remain open to the public during set up and teardown.
- LHF is not responsible for theft or vandalism of props left for the event.
- If cleanup of the property and grounds after the event must be done by the LHF staff, a service fee of **\$100.00** will be charged to the Lessee.

Gardens and Grounds:

- The grounds will be prepared by the LHF garden staff.
- The garden will be closed to the public **during** the scheduled event.
- There is a man-made pond on the property. The Lessee and their guests must monitor any minors attending the event around the pond as to not play in or throw in any objects.
- Smoking is **not** permitted in any LHF building or on the grounds.
- Alcoholic beverages may **not** be served to persons **under the age of 21** nor sold on the property.

Handicap Accessible:

- **Not All** areas of the LHF garden are handicap accessible. Limitations of those attending the event should be considered by the Lessee.
- The LHF representative will be on site for rehearsals and during the event.

Carriage House: Utility Room and Restrooms

- The Carriage House is located on the LHF parking lot (lowest) level off North Lane behind the Foundation buildings and garden.
- Within this building is a small utility room, small private changing room and two (2) unisex restrooms (accessed through the utility room) for use by the Lessee and guests to the event.
- This section of the Carriage House is **not** handicap accessible.
- A handicap accessible restroom is available for use by the Lessee and guests within the museum building. Please discuss the need to use these facilities with the LHF representative.
- There is a small garden service garage within the Carriage House, with limited space, which may be used for props for the event. Arrangements to use this area is at the discretion of the head gardener through communication with the LHF representative.

Parking:

- Parking for six or seven cars is available in the LHF parking lot behind the garden of North Lane.
- Reserved parking in front of the LHF buildings on Main St. must be prearranged with the LHF representative.
- Public parking for guests is available on Main St. or in the lot off N. Water St. behind the museum and ambulance building.

Weather Contingency:

- There are no inside accommodations to hold the event in the case of extreme weather.
- The Lessee is responsible for making alternative plans for the day if the garden cannot be used for the event.
- Note of those plans will be made on the Garden Rental Contract.

Lititz Historical Foundation

145 E. Main St.

Lititz, PA 17543

Phone: 717 – 627 – 4636

(leave message)

Email:

lhf@dejazzd.com

A representative will respond as soon as possible

