

THE VAULT 1908

Venue Rental Agreement

Thank you for choosing The Vault 1908 for your special event. This agreement outlines the terms of your rental.

Renter Information

Name: _____

Address: _____

Phone: _____

Email: _____

Event Information

Event Date: _____ Est. Guests: _____

Arrival Time: _____ Departure Time: _____

Description: _____

Rental Fees

Add up each line below to calculate your total.

Basic Rental Fee	\$	_____
Additional Hours	_____ hrs × \$95 = \$	_____
Add-Ons Subtotal	\$	_____
PA Sales Tax (6%)	\$	_____

Optional Add-Ons (check all that apply):

- ☐ Premium Table Linens — \$7/table
- ☐ Caterer's Warming Kitchen — \$59
- ☐ Teller's Lounge — \$59
- ☐ Other: _____

Total Amount Due: \$ _____

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Rental Terms

- The renter is responsible for the conduct of all guests and for any damage to the building, furnishings, or equipment.
- The venue must be vacated at the end of the contracted rental period unless additional time has been approved and paid for.
- Decorations are welcome but may not damage walls, floors, ceilings, or historic features. No nails, screws, staples, tape that damages surfaces, glitter, confetti, or open flames are permitted.
- The renter is responsible for removing all decorations, food, beverages, and personal belongings before leaving.
- Smoking and illegal drugs are strictly prohibited inside the building and on the property.
- The Vault 1908 is not responsible for lost, stolen, or damaged personal property.
- **Cancellations made at least 90 days before the event will receive a refund of all amounts paid.**
Cancellations made within 90 days of the event are non-refundable.
- Rental time starts when the renter (or anyone working for the renter) enters the property, and ends when the last person leaves the property.
- A 6% Pennsylvania sales tax applies to all rental fees.
- 50% of the rental fee is due at the time of contract signing as a deposit to hold your date. The remaining 50% is due 60 days before your event.
- Payment may be made by check, payable to FanCar Investments LLC. Please contact us to arrange other payment methods.
- The Vault 1908 reserves the right to use any photos or videos taken during your event for marketing purposes, including our website and social media, unless otherwise noted by the renter in writing.

Questions Before You Sign?

Call us at **717-682-2163**

Email **info@thevault1908.com**

Visit **thevault1908.com** to review pricing, photos, and available dates

By signing below, the renter acknowledges that they have read, understand, and agree to the terms of this agreement.

Renter Signature: _____ **Date:** _____

The Vault Representative: _____ **Date:** _____