

THE VAULT 1908

Venue Policies

Welcome to The Vault 1908. Our goal is to provide a beautiful, historic venue for your event. Please review the following policies.

Reservations & Payments

- A signed Rental Agreement and payment in full are necessary to secure your event date.
- Additional rental time is billed at \$95 per hour and must be approved in advance.
- A 6% Pennsylvania sales tax applies to all rental fees.
- Payment may be made by check, payable to The Vault 1908. Please contact us to arrange other payment methods.

Setup & Cleanup

- Your rental period includes your setup, event, and cleanup time.
- The venue must be left in the same condition in which it was received.
- Remove all food, beverages, decorations, gifts, and personal belongings before leaving.
- Please take all trash with you.

Decorations

- Decorations are welcome provided they do not damage the building.
- No nails, screws, staples, duct tape, or adhesives that damage surfaces.
- No glitter, confetti, rice, birdseed, or similar materials.
- No candles or open flames unless enclosed in glass containers and approved by management.

Food & Beverages

- Outside food and catering are permitted.
- The Caterer's Warming Kitchen is available as an optional add-on.
- The renter is responsible for all food service, cleanup, and removal of leftovers.

Alcohol

- Alcohol is permitted only if all applicable Pennsylvania laws are followed.
- The renter is solely responsible for the service and consumption of alcoholic beverages and for the conduct of guests.
- Management reserves the right to end an event if unsafe or illegal activity occurs.

Furniture

- Tables and chairs may be rearranged but must remain inside the building.
- Please do not drag furniture across the hardwood floors.

Music & Conduct

- Music is permitted at a respectful volume.
- Guests are expected to respect neighboring properties when arriving and departing.
- Disorderly conduct, illegal drugs, weapons, or unlawful activity are strictly prohibited.

Parking

- Guests should park only in designated parking areas.
- Please do not block neighboring driveways, streets, or fire lanes.

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Damage

- The renter accepts responsibility for damage beyond normal wear and tear caused by the renter, vendors, or guests.
- Repair or replacement costs may be charged after the event.

Liability

- The Vault 1908 is not responsible for accidents, injuries, or loss of personal property occurring during the rental period.

Accessibility

- As an historic 1908 building, The Vault is not ADA accessible.

Photos & Media

- 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.

Thank you for helping preserve this historic building. We appreciate your cooperation and hope your event is memorable.

Questions About These Policies?

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

Email **info@thevault1908.com**

Visit **thevault1908.com** to schedule a tour or check availability

Renter Initials: _____

Date: _____