

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 50% deposit are necessary to secure your event date.
- Additional rental time is billed at \$95 per hour and must be approved in advance.
- Payment may be made by check, payable to FanCar Investments LLC. 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.

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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.

Damages

- 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.
- The Agreement Holder must provide a Certificate of Liability Insurance **60 days prior to the event**. This insurance certificate must explicitly state the following conditions:

A. \$1,000,000 Bodily Injury and Property Damage Liability Limits;

B. The Vault 1908, its owners, officers, agents, and employees must be named as additional insured for any claim or claims resulting from or growing out of the Agreement Holder or event. **Failure to provide evidence of this insurance to The Vault 1908, 60 days prior to your event, can cause immediate cancellation of your event. Cancellations resulting from failure of renter to provide The Vault 1908 with a proper and timely certificate of liability insurance will be treated as an Agreement Holder caused cancellation occurring less than 60 days prior to the event.**

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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: _____