

# CAMA Event Space Rental Agreement

This contract for the rental of a venue is made this day, \_\_\_\_\_, by and between Jen or Sandy Harris, hereafter referred to as the Owner, and \_\_\_\_\_, hereafter referred to as the Renter.

Whereas, the Renter desires to temporarily rent, occupy, and make use of the Owner's venue, located at 2849 Horseshoe Pike, Campbelltown and known as Campbelltown Academy of Music and Arts, and

Whereas, the Owner agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated;

Now, therefore, the parties agree to the following terms and conditions:

1. The Renter shall pay to the Owner the sum of \$350 no later than the date of the Event. Of this amount, \$50 is a non-refundable deposit that will be applied to rental charges upon final settlement of accounts. Payment to CAMA may be made by cash, check, or ApplePay.

2. The Renter shall have access to and use of the venue from \_\_\_\_\_ 10 am \_\_\_\_\_ o'clock on \_\_\_\_\_, to \_\_\_\_\_ 12 am \_\_\_\_\_ o'clock on \_\_\_\_\_, for the purpose of hosting the Renter's \_\_\_\_\_ event.

3. Renter shall remove all personal property, trash, and other items that were not present in the venue when Renter took control of it.

4. In the event that Renter fails to pay the balance due within the time period agreed upon in this contract, interest shall accrue upon the unpaid balance at the rate of 10% per month until it is paid. Renter shall also be liable to owner for any legal fees, court costs, and other expenses associated with collection.

5. Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter's use of the venue.

6. Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction.

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

Renter's Signature, date	Owner's Signature, date
Printed Name	Printed Name
E-Mail Address	E-Mail Address harrisjs@campbelltownacademy.com
Phone Number	Phone Number 717-333-7506 or 717-333-7502
Address	Address 340 Balmer Rd
City, State, Zip Code	City, State, Zip Code Lititz, PA 17543

How did you hear about us?

- ☐ Sign
- ☐ Facebook
- ☐ Word of mouth
- ☐ Other: \_\_\_\_\_

Deposit received: \_\_\_\_\_

Cash ☐ Check ☐ ApplePay ☐

Payment received: \_\_\_\_\_

Cash ☐ Check ☐ ApplePay ☐

**Included Equipment – please check off what you will be using and e-mail to [harrisjs@CampbelltownAcademy.com](mailto:harrisjs@CampbelltownAcademy.com) at least a week before your event.**

Item	# Available	# Needed
6-foot rectangular table	12	
Folding Chairs	150	
Music Stands	20	
25-foot extension cord	2	
60-foot extension cord	1	
5 Gallon jug (hot/cold)	1	
3 Gallon jug (cold)	1	
Large plastic tub	3	
Large metal tub (copper)	1	
45-cup coffee maker	1	
Sound System (bluetooth)	1	
Microphones (corded)	4	
Grand piano	1	

## **CAMA Rental Notes:**

No smoking in the facility, please.

Renters shall receive a door code that is good for that day only. Instructions will be sent with the code and are also printed below.

Please park **ONLY** alongside or in front of our building. During evening and weekend hours, there is additional parking at Discovery Junction on Market Street or the Township Building. You can then take the foot bridge across the creek to our parking lot. If you park at Green Wellness Massage, you will be towed!

Please ensure that all lights are off and doors are closed and locked prior to departure.

Trash bags and cleaning supplies are in the hall closet. Trash may be put in the dumpster to the rear of the building.

Please clean up any spills and pop balloons before putting them in the trash.

Catering and alcohol are permitted on the premises.

A diagram of the venue, with pertinent facilities labeled, will be provided to the renter prior to the event.

Please do not allow people to disturb instruments or pianos.

### **Door Instructions:**

Please ensure that both the front and side doors are completely closed - they sometimes stick!

*To Unlock –*

Enter assigned code

Door should unlock

If nothing happens or all odd numbers light up, wait a moment for the keypad to turn off again and repeat from the beginning. If it doesn't open after the second try, please contact us to unlock it remotely.

*To Lock –*

Ensure the door is closed completely

Press the lock symbol

Double check that the door is closed and locked

OR Turn the deadbolt from the inside and exit through the side door

**If you have any problems, please call or text us at 717-333-7506 or 717-333-7502.**