

Main Street Inn

BOUTIQUE HOTEL

VENUE RENTAL AGREEMENT

All venue renters (“client”) and their guests must comply with all of the following policies and procedures of The Main Street Inn, LLC, a Pennsylvania limited liability company, as set forth herein.

Venue Details

Address: 401 W Main Street, Kutztown, PA 19530
Email: ourteam@kutztownmainstreetinn.com

Phone: (610) 683–0401

Venue (*select one*): Exterior Courtyard Entire Inn

Event Details

Client Name: *Enter name of individual or entity paying for the event*

Contact: *Enter name of the contact for the aforementioned individual or entity.*

Contact Phone: *Enter Contact Phone* Contact Email: *Enter Contact Email*

Event Date: *Enter Date of Event*

Start Time: *Enter Start Time and Indicate AM/PM*

End Time: *Enter End Time and Indicate AM/PM*

Approximate Number of Guests: *Enter Approximate Number of Guests or N/A if irrelevant*

Fees

Rental Fee:

Sales Tax (6%):

Total Rental Fee:

Security Deposit: \$250

Total Due:

Venue Rental Terms and Agreements

Venue Rental Fee

The client agrees to pay the total agreed price venue rental fee shown above.

Venue Rental Fee: \$500.00 for 5 Hours (includes 2 hours for setup/breakdown)

Additional Security Deposit: \$250 (refundable)

Event must start and conclude between the hours of 11am and 9pm (6pm M-Th).

5 hours inclusive of one hour pre and post-event for set-up/breakdown.

Full \$750.00 is due to secure the venue. Security Deposit of \$250.00 typically refunded day of event; refunded (2) days post-event if Main Street Inn deems a thorough walk-through necessary.

Rental Includes

- Use of Victorian courtyard (covered and uncovered), complete with fountain and fire pit, for up to 5 hours.
 - Room for maximum of 40 guests (seated) or 50 guests (passed hors d'oeuvres/cocktail style).
- (16) wrought iron, 28X28 square, low-top, black bistro tables set up for client's use by Main Street Inn.
- (40) wrought iron black bistro chairs set up for client's use by Main Street Inn.
- Trash station set up for client's use by Main Street Inn.
 - Disposable event ware highly recommended.
- (1) indoor unisex bathroom (not handicap accessible).
 - Use of all other indoor space prohibited unless full Main Street Inn rental is secured (8 rooms) for the evening of client's event. If full rental is secured, all 8 rooms are also included in venue rental fee as well as the indoor common areas (Parlor/Reception, Dining Area, Guest Kitchen). Use of the staff kitchen is prohibited.

Caterers

The Main Street Inn does not offer catering service as we do not have a retail food facility license. We have worked with the following caterers in the past, but you may elect to use any caterer or bring your own food.

Food Leigh
(610) 763 – 3596
eat@foodleigh.com
www.foodleigh.com

Wholesome Food Catering
(484) 648 – 1999
cafe@wholesomefoodcatering.com
www.wholesomefoodcatering.com

If using a caterer, we must have a copy of their liability insurance on file naming Main Street Inn, LLC as an additional insured at least 30 days prior to your event. We strongly encourage any caterers who are not familiar with our venue to visit prior to your event.

Alcohol

The Main Street Inn does not offer alcoholic beverages for consumptions as we do not have a liquor license. However, we are a b.y.o.b establishment. You may elect to bring alcoholic beverages on the premises for your event, however, you are responsible for checking identification for any individuals consuming alcoholic beverages on our property. The Main Street Inn staff is not responsible for serving or pouring any alcoholic beverages, but we reserve the right to revoke alcoholic beverage privileges to any guest or to the event as a whole. We recommend the following local wineries, breweries, and distributors for any beverage purchases you may need to make prior to the event.

Vynecrest on Main
277 W Main Street, Kutztown, PA 19530
(484) 641 – 5149
www.vynecrest.com

Saucony Creek Craft Brewery + Gastropub
15032 Kutztown Road, Kutztown, PA 19530
(610) 683 – 3128
www.sauconybeer.com

Blue Mountain Vineyards
7627 Grape Vine Drive, New Tripoli, PA 18066
(610) 298 – 3068
www.bluemountainwine.com

Kutztown Bottling Works
78-80 S. Whiteoak Street, Kutztown, PA 19530
(610) 683 – 7377
www.kutztownbottlingworks.com

Parking

The Main Street Inn lot is for overnight guests only. Parking can be found along Main Street or in the Trinity Church parking lot catty corner to the Inn parking lot provided it is not being used for a church event. You must confirm with Main Street Inn staff prior to your event that the church lot is available.

Vendors

You may also elect to bring in outside vendors (such as photographers, florists, acoustic musicians, etc.) for your event, but any vendor must receive final approval by the Inn. A certificate of liability insurance listing the Main Street Inn, LLC as an additional insured must be on file at the Inn at least 30 days prior to your event for each outside vendor. We strongly encourage your vendor to visit our venue prior to your event.

Liability

You are responsible for any property damage caused by your guests. The Main Street Inn does not assume responsibility for any personal items on property or left behind by guests.

Children and Pets

Children are permitted on site for events, but must be accompanied by a parent or guardian at all times. Pets are not permitted on the premises.

Smoking & Candles

Smoking and burning of candles are allowed outside only.

Deposit and Final Payment

The total venue rental fee is required to reserve the date for your event. Deposits are payable by cash, check, credit card or money order. If paying by check, the deposit will be considered paid when the check clears and funds are deposited into our account. Final payment is due the day of the event by cash, credit card, or money order only. Personal checks are not accepted for final payments.

Cancellation

If your event is cancelled more than 90 days in advance, we will refund your deposit less a \$25 cancellation fee. If your event is cancelled between 30 and 90 days prior to your event, we will refund your deposit less a \$50 cancellation fee. If your event is cancelled less than 30 days prior to your event, we will not refund the deposit unless the venue can be rebooked for the same date and time frame. If that occurs, we will refund your deposit less a \$50 cancellation fee. This policy stands for any and all cancellations regardless of reason. There are no exceptions.

The undersigned has read and understands the Venue Rental Agreement and agrees to abide by and be bound by such agreement.

Client Printed Name and Title/Position

Client Signature

Date

Main Street Inn Signature

Date