

## Rental Checklist

**FOR YOUR PERSONAL USE. MAKE SURE YOU DON'T MISS ANY STEPS IN THE RENTAL PROCESS.**

**Check with Special Events Manager if preferred rental date(s) and time(s) are available** and to place a hold on them. Be sure to reserve enough time for setup and cleanup in addition to your event! Held dates will automatically be released after 14 days for rental to other organizations unless a signed Rental Agreement and minimum deposit are received.

\_\_\_\_\_  
RENTAL DATE(S) AND TIME(S)

Complete, sign, and mail, fax, or email the following three (3) forms to the Special Events Manager:

**“Rental Agreement”**

Fill out “Special Accommodations” section for any setup requirements or to request amenities. Not all amenities may be available for your event.

**“Hold Harmless Agreement”**

**“Certificate of Insurance”** for at least \$1 million in coverage. If you do not already have an insurance provider, [www.TheEventHelper.com](http://www.TheEventHelper.com) is an inexpensive solution.

Mail or hand-deliver the required **minimum deposit + \$150 refundable damage deposit** to confirm rental.

- Checks should be made payable to “The Fund for the Water Works - IC” and indicate event date(s).
- Minimum 50% for Event Rentals (100% if signed less than 60 days prior to event) + \$150 refundable damage deposit

**Rental confirmed** via email by Special Events Manager within 7-10 business days

Make arrangements with outside vendors, if necessary. Please ask them to contact the Special Events Manager to schedule delivery and pickup, if applicable.

Caterer

Additional A/V rental

Party Supply rental

Other \_\_\_\_\_

**Remaining 50% balance due** at least 30 days prior to event \_\_\_\_\_

BALANCE DUE DATE

**Return space to “standard setup”** at end of your event

Questions? Contact Dionne Watts-Williams:  
[dionne.watts-williams@phila.gov](mailto:dionne.watts-williams@phila.gov)  
215-685-0722



# Event Rental Agreement

Rentee:

ORGANIZATION

NAME/TITLE

ADDRESS

PHONE

FAX

EMAIL

According to the conditions stated below, the Fairmount Water Works hereby lets unto the above named organization or individual the facilities described in this Event Rental Agreement.

CIRCLE SPACE REQUESTED	<u>Multi-Purpose Room</u>	<u>Classroom</u>	<u>Full Facility</u>
EVENT NAME _____			
EVENT DATE _____	EVENT TIMEFRAME _____	EVENT OPEN TO <input type="checkbox"/> Public <input type="checkbox"/> Private	
# OF ATTENDEES _____			
<input type="checkbox"/> Check here if you would like for us to pre-set/reset the facilities for your event (\$50/setup)			
Multi-Purpose Room Style: <input type="checkbox"/> Theater <input type="checkbox"/> Classroom <input type="checkbox"/> Stand-up Reception w/ Limited Seating			
Main Lobby Style: <input type="checkbox"/> Theater <input type="checkbox"/> Classroom <input type="checkbox"/> Stand-up Reception w/ Limited Seating			

**Conditions:**

1. The organization or individual renting facilities at the Fairmount Water Works shall be referred to as the "rentee" in this Rental Agreement.
2. In conjunction with the execution of this agreement, the rentee must submit to the Fairmount Water Works the following documents and payments before setup for the event(s) may begin:
  - a. The "Hold Harmless" agreement signed by the rentee.

Initial Here: \_\_\_\_\_

- b. A “Certificate of Insurance” issued by the rentee’s insurance company which confirms coverage of at least \$1 million in general liability for the date of the rental and listing the Fairmount Water Works as an “additional insured”.
- c. **A required deposit of at least 50%, plus \$150 refundable damage deposit, is due at the time of booking**, with the remaining balance due at least 30 days prior to event. If Rental Agreement is signed less than 60 days prior to event date, payment in full is due at time of booking.

**Rentals will not be made official until the required deposit and all of the above documents have been received. Checks will be made payable to “The Fund for the Water Works - IC”, a registered 501 (c) (3).**

3. **The Fairmount Water Works’ responsibility is limited** to opening the facilities, having a representative of the Fairmount Water Works on site during the event(s), and performing reasonable setup and cleanup **assistance**. Unless listed in the “Special Accommodations” section below (section 16), no other accommodations will be made by the Fairmount Water Works.
4. FWW can provide chairs and tables for a limited number of people. Please arrange in advance if you wish to use the tables and chairs. Otherwise, you should rent tables and chairs from an outside source.
5. **The FWW does not have a catering service**, but can provide a list of caterers. We do not recommend anyone in particular. We strongly suggest the chosen caterer arrange a site visit in advance. The caterer is expected to provide everything needed to serve guests, and should refrain from using FWW kitchen supplies. Caterers may not prepare (i.e., cook) food in the facility’s laboratory. **The lab is to be used solely as a staging/heating area**. The caterer is responsible for cleaning up the kitchen/staging areas after the function, including any spill on the counters or floors. Please note the laboratory does have a disposal unit. The details of this agreement should be shared with your caterer and vendors.
6. **Rentee is responsible for setting up before and cleaning up after their event(s)**, including arranging furniture, catering, & coordinating A/V. All surfaces must be fully protected against damage. Rentee must return facilities to “standard setup” before departing. Optionally, you may hire us to Pre-Set/Reset your space for \$50. The rentee and/or caterer may use FWW’s waste receptacles and recycling containers to dispose of garbage or refuse generated from the event. The removal of all garbage by the caterer is appreciated.
7. If the rentee cancels their event, the following fees will be retained or billed by the Fairmount Water Works:
  - a. More than 8 weeks’ notice: \$0
  - b. 8 weeks’ notice or less: 25% of full rental fee
  - c. 4 weeks’ notice or less: 50% of full rental fee
  - d. 2 weeks’ notice or less: 100% of full rental fee
8. Damages to the Fairmount Water Works’ facilities, property, equipment, or exhibited materials (whether owned by, rented to, or loaned to FWW) occurring due to the activities of the rentee, anyone under the rentee’s supervision (volunteers, caterers, DJ’s, etc.), or anyone in attendance at the rentee’s event, **are the sole financial and legal responsibility of the rentee**.

**Initial Here:** \_\_\_\_\_



DISCOVER • CONNECT • ACT

Candles may not be used on/near the exhibits. The rentee is responsible for the conduct of all persons in attendance at the event(s). **A damage deposit of \$150 is required for all events.** The deposit, less payment for damage done beyond normal wear and tear, will be refunded within 30 days.

- 9. **The rentee acknowledges that capacity and floor space are subject to change due to installed exhibitions, events, or daily staff/office activity.** While every attempt will be made to accommodate the rentee, certain aspects of the rentee’s setup may need to be adjusted to fit FWW’s facilities as they exist on the day of the event. Exhibitions are not to be moved, removed or altered. The interactive exhibits are available to guests. Young children are welcome to explore the exhibits, provided they are accompanied and supervised by an adult.
- 10. The rentee acknowledges that the Fairmount Water Works is a functioning office, gallery, and educational space and that employees, visitors, other rentees, and/or the public may occasionally walk through, by, or near the rented facilities and that occasional noise may enter the rented facilities due to the normal, daily operations of the Fairmount Water Works.
- 11. The use of the Fairmount Water Works’ facilities does not imply endorsement or sponsorship of the event by the Fairmount Water Works. Therefore, publicity shall be designed in such a way that no suggestion of endorsement and/or sponsorship is implied.
- 12. The Fairmount Water Works assumes no responsibility for property brought into the facilities.
- 13. Smoking is not allowed inside the Fairmount Water Works or on its grounds. The use of illegal drugs or other abusive substances is strictly prohibited on the premises.
- 14. Admission fees shall not be charged unless indicated in the “Special Accommodations” section below (see section 16).
- 15. **Alcohol is not to be served** unless indicated in the “Special Accommodations” section below (see section 16). Liability related to the serving or consumption of alcohol at the Fairmount Water Works rests solely with the rentee, who is required have proper insurance added to their Certificate of Insurance [see Condition 2b] to cover such liability. The Fairmount Water Works strongly recommends that a licensed, insured bartender be hired to serve alcohol at the rentee’s event.
- 16. Special Accommodations (Catering contact info, alcohol, admission fees, decorations/displays, special requests, etc.): \_\_\_\_\_

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**Initial Here:** \_\_\_\_\_

**Amenity Request**

**Not all amenities may be available for your event.** Total available quantity indicated in parenthesis. Please indicate requested quantity on line in front of amenity.

Multi-Purpose Room

\_\_\_\_\_ (7) 6-foot Tables      \_\_\_\_\_ (5) Hi-top rounds      \_\_\_\_\_ (100) Stackable Chairs  
 70" Monitor       Lectern

Main Lobby

\_\_\_\_\_ (7) 6-foot Tables      \_\_\_\_\_ (5) Hi-top rounds      \_\_\_\_\_ (100) Stackable Chairs  
 70" Monitor       Lectern

**It is understood that violation of any of the above conditions will allow the Fairmount Water Works to void this Rental Agreement in part or in whole. The parties hereto intend to be legally bound by the above conditions.**

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Note:**

In conjunction with the execution of this "Event Rental Agreement", the rentee must submit the following documents:

1. A completed "Hold Harmless Agreement" signed by the rentee.
2. A "Certificate of Insurance" issued by the rentee's insurance company which confirms coverage of at least \$1 million and listing the Fairmount Water Works as an "Additional Insured".



# “Hold Harmless” Agreement

(NAME OF RENTEE): \_\_\_\_\_

hereby assumes entire responsibility and liability for any and all damage or injury of any kind or nature to persons, whether employees, guests, or otherwise, and to property, real or personal (including adjoining property) caused by or resulting from the use by the rentee of the Fairmount Water Works facilities and agrees to indemnify, defend, and hold harmless the Fairmount Water Works, its agents and/or its employees from and against any and all claims, suits, actions, liability, loss, expense, damage, or injury to persons or to property caused directly or indirectly by the above named rentee, its agents, members or employees, its property or equipment, or any and all persons acting in the rentee’s behalf or under their supervision or control, whether direct or indirect.

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
ORGANIZATION

\_\_\_\_\_  
DATE