

Greensgrow Farms: Private Event Contract

I, _____ (name), have agreed to rent space at Greensgrow Farms (herein referred to as Greensgrow), 2501 E. Cumberland St. Philadelphia, PA 19125, for my event on _____ (date). I (herein referred to as Renter) agree to the following guidelines and requirements of renting Greensgrow Farms.

1. Greensgrow grants permission to the Renter to hold the following event at Greensgrow Farm:
_____.
2. Renter will have sole access to and use of Greensgrow Farms on _____ (date) from _____ am/pm to _____ am/pm .
 - a. Greensgrow property will be cleaned to event standards with the understanding that the space is a working farm.
 - b. Greensgrow staff will provide security of the property during Renter's event.
 - c. Greensgrow staff will provide dumpster for caterer/Renter to dispose of all trash during and after Renter's event.
 - d. Greensgrow Conference Room, located at 2503 E. Firth St. Philadelphia, PA, 19125 will be available for Renter's use on the day of the event. Planned use of the space will be cleared through the Event Coordinator.
 - e. Renter will have use of water and a limited amount electricity for the entirety of the event. If a large amount of electricity is needed, a generator must be rented.
 - f. Renter will have access to Saint Anne's Senior Citizen Center's parking lot, located at 2607 E. Cumberland St. Philadelphia, PA 19125. You must inform Greensgrow if you want access to this parking lot with notice, as we must clear all use with St. Anne's prior to event.
 - g. Greensgrow staff will be available to Renter throughout the event to provide access to services Renter may require while on the farm.
 - h. In case of inclement weather, event will be accommodated within reason and relocated to the greenhouse. This contract and the cost of the event will not change in case of inclement weather.
3. The total fee for this event shall be \$_____. This amount includes space rental, supply rental, tent rental and portable restroom rental, as itemized on the agreed upon quote (see Attachment 2). Greensgrow Farms will contact and coordinate all rentals. All changes to agreement must result in an updated contract.
4. To confirm this contract the Renter will:
 - a. Return a signed copy of this agreement to Greensgrow Farms prior to the event.
 - b. Provide cash, check or money order for a deposit of 50% of the total fee. Checks should be made out to Greensgrow Philadelphia Project and sent to 2503 E. Firth St. Philadelphia, PA 19125. **Deposits are nonrefundable.**
5. To finalize space rental Renter will:
 - a. Provide credit card information 3 days prior to the event. This information will act in lieu of a security deposit. If damages occur to Greensgrow property during the event by Renter or Renter's guest(s), Renter will be notified by Greensgrow and Renter's credit card will be charge to replace or restore Greensgrow property.

- b. Provide documentation of appropriate insurance for the event naming Greensgrow Farms as an additional insured.
 - c. Submit total balance (less deposit) 3 days prior to the event. If balance is not paid 3 days before the event, Greensgrow reserves the right to terminate this contract.
6. In regards to the event, Renter agrees to the following:
- a. Renter understands that Greensgrow Farms is a working farm and all events must work within the limitations of the farm. Renter and guests will respect the property and animals that live on the property.
 - b. Renter's event coordinator must provide Greensgrow Farms with their space design 5 weeks prior to event in order for staff to accommodate any changes to the farm. Fees may be adjusted according to labor needed in redesigning facilities to fit the needs of the event.
 - c. Renter assumes responsibility for the supervision of all children.
 - d. In the event of inclement weather, Greensgrow will not provide a refund.
 - e. Music (amplified or live) must be contained within the immediate area of the event out of respect for our neighbors. Greensgrow Event staff will control the volume of the music. Amplified music must be shut off at 10:00pm to comply with local noise ordinances.
 - f. Renter will send Event Coordinator a final headcount for their event 3 days prior to the event.
 - g. Other than caterers, service personnel and Greensgrow staff, the event shall be limited to invited guests only. Renter shall not allow members of the general public or otherwise uninvited persons to attend the event.
 - h. Smoking is not permitted on the property.
 - i. Underage drinking is not permitted and will not be encouraged by Renter. Renter must utilize a certified bartender to serve alcoholic beverages. Renter must comply with all Pennsylvania state liquor laws. Greensgrow uses Swig as their bartending service, if the caterer brings their own bartender, they must have an insurance rider.
 - j. Fire is not permitted on the property. This includes the use of candles.
 - k. Any decorations or event details that harm the space are prohibited. This is at the Event Coordinator's discretion. No balloons, glitter, confetti, rice or birdseed is allowed on the farm.
 - l. Renter will comply with requests made by the on-site Event Coordinator.
7. Renter shall reimburse Greensgrow for the cost of repairing any damages done to Greensgrow Farms or damages done to any property of Greensgrow Farms that is caused by Renter or Renter's guest(s). This includes but is not limited to; missing items owned by Greensgrow Farms, excessive clean up required following the event, and/or broken items owned by Greensgrow Farms. Furthermore, Renter assumes full liability and full financial responsibility for the acts and/or omissions of their guests, employees, contractors, and other persons on the premises of Greensgrow Farms for their event.

Renter is liable for and will be billed accordingly for damage to Greensgrow property during the event as well as any clean up left to Greensgrow staff post-event. Ex. Trash not properly disposed of, decorations left up.

- 8. Renter agrees that Greensgrow shall not be liable for damages, loss, or injury to the person or property of Renter or Renter’s guests in and upon Greensgrow Farms property, including ingress and egress to the property. Renter agrees to indemnify and hold harmless Greensgrow, its officers, agents and employees for any and all liabilities, claims, demands, damages or injuries to person or property, including the payment of all attorney’s fees and costs, arising out of the use of Greensgrow by Renter and Renter’s guests, including ingress and egress to the property or arising out of Renter’s breach of any of the terms or conditions provided herein.
- 9. Greensgrow may terminate this agreement immediately and remove all attendees of the event if Renter or Renter’s guests, employees, agents or contractors uses the property for any unlawful activity or damage the property; act in such a manner to endanger or disrupt others or otherwise breach the terms of this agreement. In the event of termination pursuant to this section, Renter shall remain liable for all license fees, payments and damages due under this agreement. Termination shall not extinguish or limit any other remedies available to Greensgrow in law or in equity arising out of the underlying breach.
- 10. Should a court hold or declare that any one or several parts of this agreement are null, void or unenforceable, such holding shall not affect the balance of the agreement, which will remain in full force and effect.

This writing reflects the entire agreement of the parties. No agreement, promise, or representation not contained in this writing shall be enforceable. Any modification to this agreement must be in writing and signed by both parties and their representatives to be enforceable. Renter has read and accepts the full terms of this contract.

Renter’s Signature

Date

Greensgrow Representative’s Signature

Date