



2017 Rental Agreement

Creekside Gardens Inc.

4 Village Lane, Tunkhannock, Pa 18657
Telephone: 570.836.3595 Fax: 570.836.7723

The Clubhouse Private Room can be used for Birthday Parties, Anniversaries and Special Events

Date of Event: _____ Name of Event _____

Start Time: _____ End Time: _____ Estimated Number of Guests: _____

Full Name: _____ Phone #: _____

Address: _____ Email: _____

Reservation Deposit to Secure Date:

50% of the room rental

CK# _____ CASH: _____ CREDIT: _____ Amount: _____

Credit Card Number: _____ Expiration Date: _____

Three Digit # on Back of Card: _____ Authorized Signature: _____

Date Deposit was Received: _____ Who Received Deposit: _____

This Deposit is to secure the Event Date. All Deposits are refundable with 30 days advance notice. Deposits are nonrefundable after this time.

PRICES ARE ALL SUBJECT TO CHANGE

Pricing for Events:

- Minimum price for Clubhouse room rental \$195 for up to two hours.
- Rental Fee includes a custom chalkboard, cello table coverings and centerpieces
- Event size cannot exceed 30 people total. Children's birthday parties cannot exceed 20 children.

- Private use of the Clubhouse room allows for 30 minutes in advance for set up and 30 minutes afterward for tear down. Additional Event time available at \$50 per hour, maximum time 4 hours.
- Ability to have a craft/activity hosted by one of the friendly Creekside staff, these activities can be selected from list of activities Creekside offers.
- Light clean up after event is included. Incremental charges for clean-up of spills, or confetti will apply at \$20 per hour.

Reservation Deposits and Final Payment

- In order to reserve an event Creekside requires a signed contract and a deposit of 50% of room rental fee.
- At the end of the Event, a final invoice will be calculated by the Creekside Event Attendant and will be presented to the customer, this is due on the day of the Event.

Food/Beverage Arrangements

Customers may arrange this in these ways:

1. Use a caterer or take out restaurant. Food providers are allowed to bring prepared foods and appropriate preservation containers.
2. Prepare your own food and bring in sealed containers. No cooking of any kind is permitted on premises.
3. Beverages may be brought with coolers in non-breakable containers.

No glassware is permitted, appropriate party paper goods should be used at all times.

Decorations

Sorry, no balloons or helium allowed. Our parrots Cosmo and Mulder are afraid of balloons.

Set-Up and Teardown:

Everything brought into Creekside Gardens facilities must be removed immediately after your event. You or your food and beverage providers are responsible for placing all trash (bags tied or knotted shut) in the large trash bin near the back of the parking lot. The Creekside Gardens Event Attendant will assess the space at the end of the event. If, in his/her opinion, the facilities are left in a condition where no extraordinary measures are necessary to return the facilities to the condition that it was prior to the event, there is no cleanup fee. Otherwise, a cleanup fee will be assessed. Generally, this cleanup fee will not exceed \$40 (assuming 2 hours work) unless damage to premises is caused, then a fee for the estimated cost to repair damages sustained will be billed.

Parking:

All party guests must use only our designated event parking area to keep space free for regular customers. Assistance for any guests with special needs will be happily provided by Creekside Staff.

Miscellaneous:

- Creekside is a non-smoking facility. Smoking and/or use of other tobacco products must be outside and discarded in designated receptacles.
- Children must be attended by an adult at all times and may not play unsupervised in any area of the shops or gardens.
- Guests are expected to maintain a reasonable noise level.
- There will be an Event Attendant of Creekside on the grounds and assisting you during your event. It is not expected that the Event Attendant will serve food or run errands or assist with set up. However, the friendly Creekside staff will do everything possible to make you feel welcome.
- No alcoholic beverages may be served.

Contract for Event at Creekside **Standards and Terms:**

By signing this contract, you agree to abide by its standard terms and conditions. With reasonable notice in writing to you, Creekside Gardens reserves the right to amend, modify, delete and/or supplement the standard terms and conditions to ensure a safe, orderly proper and efficient operation of its facilities. These changes will be binding to you as of their stated effective date.

All customers booking events at Creekside must carry their own liability insurance. Creekside Gardens assumes no responsibility for persons injured, becoming ill, and loss due to theft, misplacement of personal items or persons injured through no fault of their own for any reason. You agree to indemnify, defend against and hold harmless Creekside Gardens and its employees and volunteers from any claims, suits, damages, actions, liabilities, costs and expenses. These expenses may include reasonable costs of investigation and attorney fees growing out of injury or death of any person(s) or damage to property (including your property) related in any way to your event. It is agreed that Creekside Gardens will not be held responsible for any Acts of Mother Nature, including, but not limited to, tornados, floods, or storms of any kind.

Customer acceptance of above terms:

Signed: _____ Date: _____

Clubhouse Child Party Options

The following options are available a la carte. Prices are per child (10 child minimum-20 children max). We must have confirmation of total children attending 7 days in advance of your event. We welcome all groups to enjoy our **Kids Garden** and **Grassy Area (when weather permits)** for games and other play supervised by Adult Party Guests. Custom seasonal crafts are also an option. We can discuss these options and price on an individual basis. (custom crafts and projects can be arranged upon advance request)

\$7 **Craft** -Seasonal Paper Craft

\$11 **Craft**

- Plant It! (personalize a plant tag and plant a flower or other plant in a coir pot)
- Mini Terrarium (create a miniature world with moss or plants and natural materials)
- Mini Air Plant Terrarium (create a miniature scene with an air plant and natural materials)

\$4 **Butterfly Tour (child admission is \$4, adult admission is \$6)**

(in season only mid June thru early September-always weather permitting)

_____ Total Cost Per Child X _____ Total Number of Children

_____ Total Other Charges

_____ **Total Amount Due (due on day of your event)**