

LEESPORT FARMERS MARKET

PO BOX 747, 312 GERNANTS CHURCH RD, LEESPORT PA 19533
610-926-1307

Rental Rules and Policies

Effective date 6/22/2022

1. The Lessee shall pay a security deposit/booking fee to secure the date(s) at the time of scheduling. The full rent is due 1 week prior to the scheduled event. Security deposit will be returned if the lessee does not cancel the event and there are no damages made during the event. If you are renting only part of the hall, the other portion may be rented to another party.
2. Catering and beverage arrangements are entirely up to the Lessee. With insurance in place, a controlled and responsible use of alcohol will be permitted for wedding receptions and some private parties. **Absolutely no alcohol consumption is allowed outside of the building.**
3. If you plan on having alcohol at your event, an alcohol fee will be charged. This will cover the cost of any additional Event Liability Insurance that may be needed.
4. We will provide the tables and chairs upon request. Please supply us with a final number of guests, tables and chairs at least 1 week prior to your event.
5. Your rental includes any 12-hour period you choose between the hours of 8am and 11pm on your reserved date. You will be allowed 3 additional hours for set-up. You may set-up the day before IF the room is available. All tables must be covered for the duration of your event. The use of any staples, screws, nails, duct tape or decorative confetti is prohibited.
6. During the event, ALL guests MUST remain inside the building. Nobody should be loitering in the parking lot, the field, or under the pavilions unless rented. Adults can stand just outside the doors when smoking. **Failure to comply with this could result in a call to the authorities and loss of security deposit.**
7. Activities shall conclude by 10:30pm. The Lessee shall discard all table trash (dispose of all liquids in the sink and not in the trash containers), and remove all table coverings and decorations. The doors will be locked promptly at 11:00pm. All items must go, you may not leave anything behind.
Failure to vacate the premises by 11pm may result in complete loss of the security deposit. Refusal to leave upon request will result in a call to the authorities to have you removed from the grounds.
8. An inspection of the venue will be done no more than 12 hours after the end of each rental. **The facilities must be left in the condition in which the Lessee found them to receive the full refund (This includes the parking lot, bathrooms, kitchen & sinks).** The cost of any excessive cleanup necessitated by the event will be reflected in the adjustment of Lessee's security deposit refund. If any damages or cleanup costs exceed the security deposit, the Lessee will be charged accordingly to the card on file. Any damages prior to your event should be brought to the attention of the staff or photo documented if you are concerned about it.
9. Any deviations or changes in the above rules require the consideration of the Leesport Farmers Market, Inc.
10. Supplies that may be needed for your event such as brooms, trash bags, first aid kits, etc. can be found in the restroom closets.
11. We do not have staff members available during private events. An event assistant is available for a fee, otherwise, in case of emergency, call 610-926-4105.