

Warwick Township Historical Society Renter's Information Sheet

Moland House

Location: 1641 Old York Road, Hartsville, PA 18974

Postal Address: P.O. Box 107, Jamison, PA 18929

Telephone: 215-918-1754

The Society has a policy for the rental of the Moland House Visitors Center and Library for various group meetings. This document provides the details of the facility to be rented, and the requirement that must be met through agreement with any group desiring to rent the facility.

I. Facility Definition

A. Capacity – The capacity for either the Visitor Center or the Library is specified as 40 persons maximum.

B. Kitchen – The kitchen appliances are available for use, but utensils must be provided by the renter.

C. Water – It is specified that the water supply in the kitchen and bathrooms is potable.

D. Restrooms – are available adjacent to the Visitors Center and the Library.

E. Public Address System – None available at this time. Renter must provide their own.

F. Podium – None available at this time. Renter must provide, if needed.

G. Heating and Cooling – Heating and cooling are provided, depending on need.

H. Tables – Tables for Refreshments etc. – Up to 3 tables can be provided that are 30 inches wide by 72 inches in length.

I. Chairs – A sufficient number of folding non-padded, chairs are available to service the maximum capacity of people.

J. Video service – A 46 inch flat screen video display is available for use when operated by a Historical Society member.

K. DVD Player – A DVD video disc player is available for use.

L. Lighting – Sufficient lighting is provided for use of the facility after dark.

M. Trash – Trash containers are provided in the kitchen and bathrooms. Larger containers are available on the east porch.

II. Parking

A gravel parking lot is adjacent to the facility that allows sufficient room to service the maximum capacity for the facility. Entry to the Parking Lot can be made directly from our York Road entrance. There is also a gated entrance at our Old York Road entrance. The gates will be opened by a Historical Society representative before the event and closed after. Vehicles may stop at the north entrance of the building for loading and unloading. Vehicles

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will all be parked in the marked gravel parking lot, except that disabled drivers may park in the concrete lot adjacent to the Carriage House.

III. Insurance

Those renting the Moland House facilities are required to provide their own liability insurance. Proof of insurance must be provided.

IV. Fees

The standard rental rate for the facility is \$90 per hour with a two hour minimum. The rate is \$115 per hour, if the kitchen is used for food service. A 50% deposit is required at the time of booking. The remaining 50% is to be paid one-week prior to the meeting. No refund will be made for cancellations within one-week of the event. Special discounts may be negotiated.

V. Availability

With many other events taking place at the Moland House, it is necessary to determine that the desired date and time are available. The Historical Society Calendar will provide this information. An event should be scheduled at least 30 days in advance. The time for the meeting must be within the hours of 9:00 am to 9:00 pm. Once a rental is scheduled, the event must be placed immediately on the Historical Society Calendar.

VI. Written Agreement

The person arranging for the rental of the Moland House must sign a document agreeing to meet all of the written requirements of the Historical Society.

VII. Alcoholic Beverages

No alcoholic beverages will be consumed on the premises without the full written consent of both the Warwick Township and the Historical Society.

VIII. Clean up

The renter is asked to leave the house in the condition as they found it.

IX. Historical Society Support

The Historical Society will provide meeting support with a Society member present at the facility. The gate and house will be open prior to meeting time. Required equipment and furniture will be in place and ready for use

X. Guided Tours

In addition, guided tours of the Moland House may be provided, if requested in advance. A additional Historical Society member may then be provided as a docent. The fee for a guided tour is \$4 per person; \$3 for seniors, and students; and free to members and children under 6 years of age. These tours may then be conducted outside of the paid meeting times. Tours will only be conducted during daylight hours.