

Rental Policies & Procedures

1. All rentals for wedding receptions will be held after business hours.
2. There will be a full-time property attendant present at all events, in the immediate vicinity of the event prior to the beginning of the event and throughout the entire event.
3. Vehicles that are used for tent set up must deliver before 9:00 a.m. or after 3:00 p.m., Monday through Saturday and before Noon or after 3:00 p.m. on Sundays. In some cases, two days before the event for tent set-up is acceptable.
4. The site staff and property attendant will be flexible with tent set up and removal times when wet or very windy weather is a threat.
5. There will be no equipment moved on to the site before 3:00 p.m. on the day before the event unless it is for storage in a specified, written pre-approved area. If for storage, it must be moved in before 9:00 a.m. or after 3:00 p.m., Monday through Saturday and before Noon or after 3:00 p.m. on Sundays. Wedding day may have some flexibility.
6. You may be in the building setting up after 3:00 p.m. and until 6:00 p.m. the day prior to your event if the date is available. Landis Valley will not guarantee the availability until one month prior to the event. You may also be in the building the day of the event starting at 9:00 a.m. limit of 2 vehicles at a time. The site is open to the public Monday-Saturday 9:00 a.m. to 5:00 p.m. and Sunday 12:00 Noon – 5:00 p.m. Please be considerate of our visitors and site staff during this time.
7. Caterers bringing food and equipment may enter the site during regular business hours—other than before 9:00 a.m. and after 3:00 p.m. during the day of the event. Caterers may enter by the Visitor Center and they may park and leave their food truck in a specially designed area behind the Yellow Barn.
8. When setting up in the Firehouse, please park in the parking lot in back of the Firehouse for loading/unloading. When loading/unloading for the Yellow Barn, stop at the Visitor Center to check in; then proceed at **5 mph** along the road that goes around the back of the barn to the loading area on the left side of the barn. You may park in the grass near the side door. You are NOT allowed to drive or park in front of the Yellow Barn at any time and will be asked to move your vehicle to the side of the barn, the designated loading area.
9. All vehicles used for hauling tents, equipment or other set-ups may enter and leave by the gate in front of the Visitor Center. There will be no vehicles moving through the site during the daytime except for the delivery of food to specially pre-approved locations. All other vehicles will access and egress the site along the back side of the barn.
10. **All vehicles must travel at a rate of speed not to exceed 5 miles per hour. A 5 mph speed limit sign will be posted at the service entrance at the rear near the cul-de-sac.**
11. All equipment, tents and all other set-ups being removed by rental agencies, caterers, family members, etc. must be picked up before 9:00 a.m. or after 3:00 p.m. the day after the event if there is no event scheduled for the next day. Otherwise, all equipment, decorations, etc. must be removed at the completion of the event, unless other prior arrangements have been made. Sunday pick-ups may occur until Noon and then again after 3:00 p.m. provided no event is scheduled.
12. If the day after the event is Sunday, the equipment may be picked up on Monday under the same terms.
13. If the day after the event is a holiday, the first day after the holiday will be the day that the equipment is picked up under the same terms as numbers 10 and 11.
14. There will be no decorating of buildings prior to agreed set up times. All decorations must be pre-approved, meet all applicable fire prevention codes and may not be applied with any nonreversible technique (glues, nails, etc.). NO CONFETTI of any kind will be allowed. Please NO nails. There are many existing nails that you are allowed to utilize.
15. Shelled peanuts are not allowed. No food or shells are to be thrown on the floor.
16. All decorations in site buildings and on historic landscapes must be removed at the end of the event unless other prior arrangements have been made. If site staff must remove left-behind decorations there will be a service charge for such removal at the rate of \$55.00 per hour or part thereof.
17. There are to be no outside or loud radios played during set-up or removal of tents, equipment, decorations. You may have soft background, processional music as your guests arrive, but loud, hard music of any kind is not allowed until 5:00 p.m. or after, when the sight is officially closed.

18. The museum reserves the right to refuse any truck or other vehicle from the site at any time for any reason at no cost to the museum or change to the facility rental contract agreement. The museum staff will not use this authority capriciously or to do harm. This clause allows the site to stop fast drivers from driving, loud music from playing, and unsafe loads from shifting or for unforeseen safety or security reasons that are a direct threat to the site's overall safety and security.
19. All requests for site-provided tables, chairs, lighting, cleaning, trash removal (where applicable) must be made no later than two weeks prior to the event. The Sales Office staff will go over your final set-up with you. Your set-up will be done the morning of your set-up day or morning of your wedding day. Once the set-up is complete and the set-up staff leaves, we cannot make changes or add tables and chairs. We do not have table clothes, silverware or any china to offer you. Those items should be arranged with your caterer.
20. We no longer allow parties to rent tables and chairs outside of Landis Valley unless it is something we do not offer. There is a \$100.00 removal/restocking fee if we are required to remove existing tables and/or wooden chairs from the barn.
21. All event-created trash and environs must be removed within one hour of the end of the event unless addressed otherwise in the contract. The attendant will assist with this. We provide the trash containers and liners for the reception. We expect the Caterer to supplement trash liners for their trash. We also expect them to assist with trash by bagging it and taking the trash resulting from the service of food with them. Please do not drag bags across the barn floor or stable. We ask that you don't put liquid beverages into the trash receptacles, dump the liquid out first. Please put water and ice only into the drain in the courtyard as to not kill the grass. Only liquids should be dumped, no limes, lemons or other garbage. Other liquids should be dumped back of the North Shed or at the advice of your attendant. Caterers are welcome to drop trash off in our dumpster in the parking lot just as they are leaving the site. The Landis Valley attendant should not be left with cleaning up trash from the caterer. We certainly expect to handle the removal of all remaining trash from the rest of the evening to the dumpster. This is a partnership.
22. The wedding party may arrive no earlier than 3:00 p.m. to take photographs the day of the wedding.
23. From time to time Landis Valley Museum is asked to form the backdrop of still film and video for movies, television, display advertisements and other types of commercials. The PA Historical and Museum Commission, through the Site Administrator of Landis Valley Museum, may use the services of a property attendant for a film crew. Filming, under this relationship, may be conducted under authority of the Site Administrator. Any special conditions, movement of historic objects, implementation of special effects are done only with the written permission of the Site Administrator and the on-site presence and supervision of one of the site's senior collection management team.
24. **All facility rentals require a Certificate of Insurance be sent to Landis Valley Village & Farm Museum to cover your event for that day. The Certificate of Insurance must be in the amount of \$1,000,000 and list certificate holders as such: First insured: Landis Valley Associates; Second insured: the Pennsylvania Historical and Museum Commission (PHMC). You may obtain this from your homeowners insurance as a rider. Additional Host or Spirited Liquor Coverage is also needed when spirituous ("hard") liquors are to be served. The serving of beer and wine does not require additional Host or Spirited liquor coverage. Landis Valley Associates reserves the right to refuse the serving of hard liquor if Host or Spirited liquor coverage is not obtained. Any caterers used must provide Landis Valley Village & Farm Museum with a copy of their Certificate of Insurance for the same amount of coverage. Certificates of Insurance must be received at least 45 days in advance from both parties. Please indicate your party's name and date of event on Certificate.**
25. The Site Administrator directed property attendant is responsible for the complete execution of all of these policies and procedures and has both the authority and responsibility for the complete execution of all of these policies and procedures.
26. All facility rentals at LVM must be paid in full and have a Rental Agreement Contract signed by all parties before any mobilization of any kind can occur.

27. All “new users” or catering vendors must agree to a 15 minute “meet the staff” so that they know who, on site, can be relied on for which services and at which times.
28. Caterers must be listed with a current address, phone number and driver’s license number and must provide a current certificate of insurance.
29. There will be no smoking in or close to the buildings. Putting cigarette butts on the ground is prohibited. There are cigarette cans in the front and back of the Yellow Barn and Firehouse. Please ask your guests to use them.
30. Candles and luminaries may be used in the outside courtyard, but are not allowed in the Yellow Barn or Hotel unless we hire a “candle watcher” at your expense. Candles are not to be lit until the assigned candle watcher arrives. Candle Watcher will light, maintain and extinguish candles. Once the Candle Watcher extinguishes the candles and leaves the premises, candles can not be relit.
31. Pyrotechnics of any kind are strictly prohibited, this includes firecrackers and sparklers. NO fog or smoke machines are allowed as they will set off the smoke detectors.
32. No dogs or pets are allowed on the grounds at any time, including set up.
33. No alcohol is allowed to be taken outside the rental area, including the parking lot. No alcohol is publicly allowed on site to be consumed during business hours between 9:00 a.m. – 5:00 p.m. This includes walking around with a beer or drink in your hand prior to the wedding. If you are having a pre-wedding drink it must be kept inside the Barn or Firehouse.
34. Please be aware that kegs will not be allowed to be put inside the barn or firehouse without special permission from the sales office. All kegs, outside or inside, must have a drip tray to catch excess liquid as this stains the floors (stone, brick & wood).
35. Party hosts are accountable for the responsible consumption of alcohol by their guests including underage attendees. THE SERVING OF ALCOHOL TO MINORS IS ABSOLUTELY PROHIBITED. The property attendant has authority to stop the service of alcohol to any individual who is clearly intoxicated and/or causing a danger to themselves or other guests.
36. If you are having a full bar with hard liquor, you are required to have a bartender and the service of alcohol must cease when the bartender leaves for the night. No further alcohol can be consumed once the bartender has closed the area.
37. Children and adolescents are to be supervised by adults at all times. It is the responsibility of the adults to ensure that children/adolescents are behaving in a responsible manner including not drinking alcohol or conducting themselves in a distasteful way with the opposite sex. This includes good behavior in the bathrooms and around the site. Destruction of property will not be tolerated in any fashion; including overstuffing the toilets with paper. Children are to stay with their parents or adult supervisors and not to wander off. Adults will be held accountable for the behavior of the children/adolescents and mischievous behavior will lead to forfeiture of your security deposit.
38. If there are multiple events taking place, please be considerate of the other event. Do not allow your guests or children to intrude on their private event.
39. Party hosts and guests are expected to comply with all the laws of the Commonwealth of Pennsylvania.

It is up to the wedding party to ensure these rules and regulations are followed by your wedding party as well as all of your guests. If they are not adhered to, you may forfeit your security deposit.

It is important that you share this information with anyone who will be on the site helping you with decorating and setup.