



Name (Print) _____

Occupies (Building and Apartment) _____

Event Date: _____

Set-up Time: _____ Event Start Time: _____ End Time: _____

Type of Event: _____

Number of Guests: _____

Penn Place wants to make every event here a special and welcome experience. Therefore, every effort will be made to allow guests to prepare decorations reflecting their creative requirements. We ask that only the staff of Penn Place rearrange and move any furnishings, including artwork, lamps, or furniture. No nails, screws, staples or penetrating items should be used on our walls or fine wood. Any tape or gummer backing materials must be properly removed. No glitter or foil (non-paper) confetti is allowed on site.

There is absolutely no drug use or smoking of any kind tolerated on premises. This is a drug free and non-smoking facility at all times, No Exceptions.

Guest acknowledges that the premises are located near residential units and therefore agrees to control the noise level at the event such that it not disturb neighboring occupants. In the event that the event creates a disturbance due to high noise volume, guests shall immediately reduce the volume. If repeated disturbances are created guests may be expelled from the premises or the offending noise will be ended.

Kitchen – There is no open flame or frying allowed or any cooking what will create a large amount of smoke as our facility is not ventilated.

The Great Room at Penn Place will be in a clean condition prior to your event. Within one hour following the event, you are required to return the space to the same clean condition in which it was found.

A Representative of Penn Place will be on-site during your entire event and will be checking periodically with the responsible parties to insure everything is working smoothly. We will also be checking the bathroom, the overall premises, replenishing hand towels and toilet paper, and will be available for questions or to respond to needs that may arise at any time.

Signature

Date

Penn Place Manager

Date