

Centennial Barn
Rental Information and Application
www.forthunter.org

The following facilities at Fort Hunter Park can be rented for private functions:

Centennial Barn - The facilities for rent are located on the first floor of this building.

West Lawn - Used for weddings only, this is the secluded area located beside the Mansion overlooking the Susquehanna River.

Picnic Pavilions - May be rented through the Dauphin County Park office or used on a first come, first served basis.

Mansion - Rental of this building is **prohibited** due to the historic and delicate nature of the Museum.

About the Facilities

Centennial Barn - This facility offers two rooms of different sizes on the first floor and the use of a kitchen. Rest rooms are located in the lobby between the two rooms and serve the entire building and other park users. As a retreat center the facility is **not accessible to incoming phone messages**. The rooms may be rented between the hours of 8:00 a.m. and 11:00 p.m.

Program Room 1	31'x42'	Carpeted	Seats: 150 auditorium style, 80 - 100 at tables
Program Room 2	18'x37'	Ceramic Tile	Seats: 60 auditorium style, 30 - 40 at tables

Furniture

- * Tables and chairs are available to renters
- * Set-up and tear down are the responsibility of renter.
- * If furniture is removed from its room, it must be returned following rental.
- * Furniture may not be taken outside.
- * Current inventory
 - Chairs - 150 metal folding
 - Tables - 8 - 8 ft. x 30 in. (seats 8-10)
 - 8 - 6 ft. x 30 in. (seats 6)
 - 8 - 6 ft. round (seats 6)

Mansion Tours - Tours of the Mansion are only available during regular hours. Arrangements can be made by calling the Mansion at 599-5751.

Picnic Pavilions - Applications for reservations are handled by the Fort Hunter Park office, call 599-5188, ext. 2116 for information.

Previewing the Facilities

Appointments to preview the facilities must be made during regular business hours - Tuesday through Friday, 10:00 a.m. through 4 p.m. During the Museum season, May 1 through December, weekend previews are available. Please call 599-5188, ext. 2116 to make an appointment to preview the facilities.

Fees

- * Payment of fees constitutes reservation of facilities.
- * Rental fee is for the day of rental only; time on another day for set up, decorating, teardown, etc. is not included.
- * Refunds are available only if notified one week in advance.
- * The Board of Trustees reserves the right to reject any request for Fort Hunter facilities.
- * **Registered 501 (c) 3 and non-profit organizations may take a 25% discount.**
- * Checks are made payable to: **Fort Hunter.**

	<u>Meetings and Other Use</u>	<u>25% discount (501(c)3 non-profit only)</u>
Program Room 1	\$200	\$150
Program Room 2	\$100	\$75

- **Deposit** *A separate mandatory \$100 security deposit is required for all rentals.
*This deposit is to assure clean up and abidance of rules.
*It is typically returned to the renter within 2 weeks after rental.
*It will not be returned if:
-furniture is not left as it was found
-rooms not rented were used
-property is damaged
-food and/or caterers equipment is left after the rental
-other situations deemed inappropriate by the Director occur

Policies and Rules

1. Alcoholic or intoxicating substances of any kind are strictly forbidden. The use of any such substances will result in immediate expulsion and forfeiture of any and all fees. Future applications for park use by individual(s) using such substances or groups associated with individuals (s) will not be considered.
2. Facilities are available on a first come, first served basis.

3. Payment of fees constitutes reservation of facilities.
4. Building hours are 8:00 a.m. to 11:00 p.m.
5. Smoking is prohibited inside the building.
6. Abusive, loud or offensive music that disturbs the public is prohibited.
7. Food preparation and clean-up must take place in the kitchen.
8. Contents in kitchen are not available for use by lessee, only the stove, refrigerator and sink may be used.
9. Deposit will be returned within 2 weeks after function, following inspection by lessor. It will not be returned if furniture is not left as it is found, rooms not rented were used, property is damaged, food and/or caters equipment is left, artificial flowers/petals are left on the ground or other situations deemed inappropriate by the Park Manager.
10. Affixing of decorations, posters or other objects to walls is prohibited. Fort Hunter pictures may not be removed from the walls.
11. Cancellations made less than one (1) week before function are not eligible for refund.
12. Lessee assumes full responsibility for any damage caused by guests. Restitution will be made to the Board of Trustees for Fort Hunter.
13. Rental of these facilities is available for private functions only. The collection of fees or the sale of tickets, tangible goods or services on the Fort Hunter property is prohibited.
14. The lessee is reminded that this is a publicly owned facility located in a publicly owned park. The lessee is only renting certain areas of the park. Other facilities such as parking must be shared with others.
15. It must be understood that this facility is a center for the community, operated as a public service. Cooperation by lessees in the running of the facility is required.
16. Parking in front of the building is prohibited. Centennial Barn lessees may park only in the East Parking Lot. Unloading arrangements must be made in advance using the gravel unloading area.
17. The Board of Trustees and its agents reserves the right to reject any request for rental of the Fort Hunter facilities.

I have read and understand the above policies and rules.

Lessee's Signature

Date

Application Procedure

1. Complete and sign both the Contract and the Policies and Rules pages.
2. Make **2** checks out to: **FORT HUNTER**
3. Mail Contract and Policies and Rules pages to: Centennial Barn Rentals
Fort Hunter
100 Fort Hunter Road
Harrisburg , PA 17110
4. A countersigned copy will be sent to you within two weeks acknowledging acceptance of application.

APPLICATION

Contact Name _____ Date _____
Contact person is responsible for set-up, managing and clean up.

Organization Name _____ Phone Number _____

Address _____ Fax number _____

Date of Function Day _____ Date _____

Building hours (Include setup and clean-up time) **Open at** _____ **Closed at** _____

