

Butterfly Pavilion & Garden Rental Agreement

Name: _____ Date of Event: ____/____/____

Phone: _____ E-Mail: _____

Garden ____ Pavilion ____ Butterfly House ____ Time of Event ____ AM/PM

Rain Location _____ Decision 2 days prior

Alcohol Served **NO** **YES**, Insurance certificate required. Received ____/____/____

This contract for the rental of this venue is made the ____ day of the month of _____

in the year of _____ by and between David & Joan Folk / Folk's Butterfly Farm, hereafter referred to as the

"Owner", and _____, hereafter referred to as the "Renter".

Whereas, the Renter desires to temporarily rent, occupy, and make use of the Owner's venue, located at 9 Butterfly Lane, Nescopeck, PA 18635 and known as the Butterfly Pavilion and/or Garden

Whereas, the Owner agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated;

Pavilion and Garden Rental Options: Section A

- | | |
|--|------------|
| 1. Saturday (Friday from 5:00 PM to Saturday 10:00 PM)
Alcohol permitted with an Insurance rider. | \$1,950.00 |
| 2. Friday (Thursday from 5:00 PM to Friday 10:00 PM)
Alcohol permitted with an Insurance rider. | \$1,950.00 |
| 3. Sunday (Sunday from 8:00 AM to Sunday 9:00 PM)
Alcohol permitted with an Insurance rider. | \$1,150.00 |
| 4. Monday to Thursday (2:00 PM to 9 PM)
Alcohol permitted with an Insurance rider. | \$650.00 |
| 5. Friday (2:00 PM to 10:00 PM)
Alcohol permitted with an Insurance rider. | \$950.00 |

Additional hours may be requested. \$75.00

Cleanup is one (1) hour after closing (see additional hours if needed).

Pavilion and Garden Rental includes the private rental of the facility (Pavilion, gardens, and butterfly house (in season)). Alcohol is permitted with an insurance rider. Bar tending services provided (Fee applies).

BUTTERFLY RELEASE: Rental includes 6 Monarch butterflies for release, either mass release or individual envelopes.

Now, therefore, the parties agree to the following terms and conditions:

EVENT DESCRIPTION / VENUE ACCESS: The Renter shall have access to and use of the venue as specified in the option selected below, for the purpose of hosting the Renter's event. Owner shall provide to

Renter all keys, access control codes, and other items necessary to give Renter such access no later than Wednesday of the same week.

RENTAL COST: The full rental fee for the use of the venue described as specified in the option selected below is due seven (7) days prior to the event.

SMOKING: NO SMOKING is permitted on the property, this includes parking areas. Smoking in restrooms will incur a cleaning fee determined by the company hired by the owner to remove smoke residue.

BUTTERFLY HOUSE: Children 10 and under must be escorted in the butterfly house at all times.

TABLES: Tables may not be removed from the pavilion. All tables need to be picked up to move within the pavilion, NO sliding of the tables.

FASTENERS: NO staples, thumbtacks, pushpins, nails, screws or duct tape may be used anywhere on the property without the Owners consent. Decorations, banners, ect may be fastened to any of the pre-installed hooks or to the poles. If you have a need to place something additional, please contact the owner for options.

GLITTER/CONFETTI: NO glitter or confetti either in balloons or spread on tables is permitted. All balloon pieces need to be cleaned up and placed in the proper trash.

GLASS: NO glass drink bottles are permitted. Glass centerpieces, plates or decorations are permitted. Alcohol bottles must remain behind the bar.

NOISE: Renter agrees to keep the noise levels to an acceptable level.

CARTS: Carts may be used to transport all supplies, food, ect. Carts must be returned to the pavilion when done with the event.

SOUND SYSTEM: Our sound equipment is BLUETOOTH enabled. We have two units available to connect. Any bluetooth enabled device can be connected to our sound board. Our system is connected to the pavilion, butterfly house, gardens and restrooms.

MICROPHONES: A four channel hand held microphone system can be attached to our sound board upon request.

PARKING: Renter agrees to park in designated areas. Parking is available in the front lot with over-flow parking inside the gate. Parking assistance is available for a fee and must be pre-arranged.

DEPOSIT: The Renter shall pay to the Owner \$400.00 non-refundable deposit that will be applied to the rental cost and \$300.00 for security deposit which will be returned to the Renter upon settlement, minus any charges for cleaning, lost or damaged keys or for actual damages done to the venue by Renter or his/her associates.

EXPIRATION OF RENTAL PERIOD: Within seven (7) days of the rental's expiration, Renter shall tender to Owner all keys and other access control devices in his/her possession.

REMOVAL OF BELONGINGS: Renter shall remove all personal property and other items that were not present in the venue when Renter took control of it.

TRASH: WE RECYCLE! Containers will be provided for plastic bottles, #1 & #2 plastics and aluminum cans. Trash can be removed by the renter or left at the facility for a fee. See fee schedule.

TIME/FEES: Renter understands the rental fee, rental time and additional fees. Renter agrees they will be charged for additional hour(s) if they do not abide by their agreement.

CATERING/FOOD: Only approved catering or food vendors may be utilized for this venue. Please see the attached list for the approved vendors. Outside vendors are charged \$2.00/plate. Vendors are still being added.

CUPS: All cups need to be recyclable #1 or #2 plastic. We have 9 ounce and 16 ounce cups available. We will provide cups as requested. 9oz recyclable cups \$5.00/sleeve of 50. 16oz recyclable cups \$6.00/sleeve of 50. Pay for each sleeve used.

ALCOHOL: The customer must provide a rider on your home owners or renters insurance or a liability policy if you are serving alcohol. The policy must be in the renter's name and list David & Joan Folk and Folk's Butterfly Farm, 9 Butterfly Lane, Nescopeck, PA 18635 as the insured party. One million dollars (\$1,000,000.00) of liability insurance. **NO** outside alcohol/alcohol not at the bar is permitted on the grounds. Bottles may not be removed from the bar. **IF other alcohol is present on the property, the alcohol needs to be immediately surrendered to the bar tender or the bar is immediately closed for the duration of the event.** We provide all bar tending services. Fees apply.

LIABILITY: Renter will be liable for physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter's use of the venue.

CANCELLATION: Renter agrees notification of cancelation must be received by the owner in writing, ninety (90) days before the event. Deposit is non-refundable. If less than sixty (60) days, the base cost is payable to the owner.

RETURN OF SECURITY DEPOSIT: Upon Renter's completion of his/her obligations the Owner shall return to Renter the security deposit minus any amounts deemed necessary to repair damages inflicted upon the venue or cleaning of the venue by Renter and/or Renter's associates, guests, invitees, contractors, and all other persons whatsoever who enter the venue during the rental period, whether or not such persons did so with Renter's knowledge or consent within thirty days.

DISPUTES: Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction.

FORMS: This form is only valid if there is not a more recent revision.

Options

6' Round Table	15 Avail.	Number required _____ x \$1.00 = _____
4' Round Table	2 Avail.	Number required _____ x \$1.00 = _____
30" x 96" Table	2 Avail.	Number required _____ x \$1.00 = _____
30" x 72" Table	8 Avail.	Number required _____ x \$1.00 = _____
30" x 60" Table	2 Avail.	Number required _____ x \$1.00 = _____
Chairs	250 Avail.	Number required _____ x \$.25 = _____
Podium		\$20 = _____
Sound System (300 watt, not built into the pavilion)		\$80 = _____
Runner, Burlap 5' x 27'		\$25 = _____
Archway, Black (you decorate to match your event)		\$25 = _____
Sign Board (Short)		\$15= _____
Sign Board (Tall)		\$15= _____
Misc. Description _____		_____

Sub-Total 1 _____ x 1.06 = _____ 1

Fire Pit Rental		\$150 = _____
Bar Tending <100	\$100.00	> 100 \$160.00 _____
Garbage Fee	NO	YES \$50.00 _____
Parking Attendant (per hour) Full hours only _____		X \$30 _____
Additional Hours When? _____		_____

Sub-Total 2 _____ 2

Total 1 + 2 _____ 3

Your selections will be available for the event.

Addition or removal of items the
day of the event is \$25.00

COSTS

Pavilion & Garden Rental Cost from Section A	A	\$ _____
Total number in attendance (175 Max) _____ X \$1.00	B	\$ _____
Total number for outside catering _____ X \$2.00	C	\$ _____
Total from options above Line 3	D	\$ _____
Total A + B + C + D	E	\$ _____
Deposit	F	\$400.00
\$300 Security Deposit	G	\$300.00
Total due at booking	H	\$700.00
Total due 7 days before event E - H	I	\$ _____

Date Balance is due ____/____/____

Option(s) selected:

Item #	Day	Date
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_____	_____	____/____/____
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Access Card Number _____

In witness of their understanding of the agreement to the terms and conditions herein contained, the parties affix their signatures below.

Renter's Signature, Date 	Owner's Signature, Date
Printed Name	Printed Name
Address	9 Butterfly Lane
City, State, Zip Code	Nescopeck, PA 18635
E-mail	Info@folksbutterflyfarm.com
Phone #	570-394-7298

Rental is not confirmed until the deposit and security deposit is received and the form is signed by the Owner and returned to the Renter.

Rev 1.13 Date August 31 ,2026

Time Schedule

Setup Day _____ / _____ / _____ Time _____

Event Day arrival Time _____

Florist arrival time _____

Name _____ Phone number _____

Band or DJ arrival time _____

Name _____ Phone number _____

Caterer Arrival _____

Name _____ Phone number _____

Bakery Arrival _____

Name _____ Phone number _____

Photographer Arrival _____

Name _____ Phone number _____

Walk-In gate Open _____

Open bottom gate for additional parking NO YES Time _____

Event Start Time _____ Event End Time _____

Photos after event NO YES Approximate time _____

Big Gate Close Time (Alcohol only) _____

Turn on parking lot lights / Gazebo lights

Bar Opens _____

Appetizers start _____ Appetizers end _____

Toast _____ Time to prepare _____ Before guest are seated

Meal start _____

Cake Cutting _____ Saving the cake top YES NO

Bar Closes _____ 30 minutes before end.

Event Ends _____

Special Instructions

Drinks to be served

Beers	Cans	Served	In can	in cups	On Tap
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Name _____

Name _____

Name _____

Mixed Drinks Served in 9oz cups

Name _____

Name _____

Name _____

Name _____

Wines Served in 9oz cups

Name _____

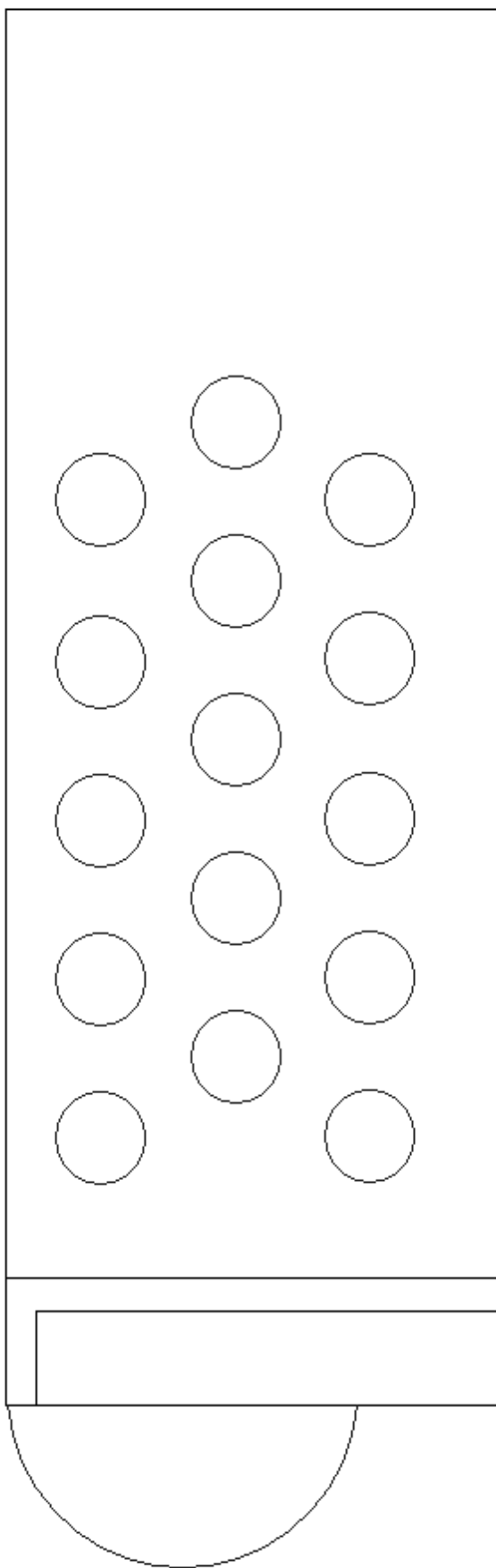
Name _____

Name _____

Couples Signature drink

Name _____

Garnishes needed



Tables required	Size
Table _____	
Table _____	
Cake table _____	
Gift Table _____	
DJ table _____	
Registration Table _____	
Dessert table _____	
Other Table _____	
Desc. _____	

Chairs

Number for the event _____

Number for the reception _____

Microphones

For the event _____

For the reception _____

Linens, plates, silverware and/or glassware

Quote **YES** **NO**

Color preference _____

Length _____

Details _____

Approved Catering / Food Vendors

Two Dippy Sisters
570-479-3820 or 570-394-7130
Parties from 20 to 175

The Blind Pig
sarah@blindpigkitchen.com
570-784-2656

Trent's Catering
PO Box 991
Berwick, PA 18603
Please see our website for Catering Menu
570-218-9874
TrentCatering@gmail.com
Parties from 5 to 500
We can work within any budget and dietary restriction.

More vendors are currently pending and will be added soon.

Helpful Providers

Linens, Place settings & more

All Occasion Rental Includes delivery and pick up.
570-317-2512

Cakes

Linda Hill
hillshome2@icloud.com
www.lindalouscakesandcandies.com

DJ

D Lights & Sounds
570-406-8866

DJ Mike Williams
570-704-8544