



Event Rentals at the Awbury Arboretum Cope House

Weddings, reunions, showers, parties, meetings, and more

Welcome! Thank you for your interest in renting space at Awbury for your event.

We hope you will look through this information, come for a visit, and decide to celebrate here. You will be joining many satisfied people who have found Awbury to be a beautiful, unique, and versatile venue for special times.

Note: This information packet refers to renting the Francis Cope House. Awbury currently offers one other rental location- the Education Center in the Agricultural Village, which is favorable for picnics, children's birthday parties, and smaller celebrations. Please contact the office for more information.

Frequently Asked Questions:

What makes Awbury different from other rental venues out there?

- Awbury is a comfortable, welcoming space
- Our rental program supports our mission of preserving and interpreting our historic house and landscape and providing our urban community free access to nature and history 365 days a year.
- The Cope House, built in 1860, combines Quaker simplicity with Victorian elegance. Between the Wissahickon schist exterior, floor-to-ceiling windows, wrap-around porch, and surrounding 55-acres of historic English Landscape, we offer many unique and beautiful vistas for your celebration.

How do we get to Awbury Arboretum? The Arboretum is easily accessible by public transportation: the Washington Lane Station on SEPTA's Chestnut Hill East Line is directly across from the Station Road entrance to Awbury. SEPTA bus routes 18 and 26 stop on Chew Avenue and the XH bus stops on Washington Lane. If traveling by car, you will find the main entrance on Chew Avenue between Washington Lane and Haines Street.

How many people fit in the space? The maximum for indoor-only events is 60 people; for events utilizing the outdoor space, we can accommodate up to 175 people.

When can I come see the venue? We offer tours of the rental space by appointment during office hours (Monday-Friday, 9:00am - 5:00pm, or Tuesday-Friday during the wintertime). Please contact the office to schedule an appointment.

How do I reserve a date? Once you have spoken with the Awbury staff and determined that a specific date is available, please submit a deposit and completed contract.

Awbury Arboretum Association
The Francis Cope House * 1 Awbury Road * Philadelphia, PA * 19138
Office: 215-849-2855 Email: contact@awbury.org Web: www.awbury.org



PRICING – Evening and Weekend Rentals

April through October

Small-scale Events (Fewer than 20 people): \$140/hr (min of 5 hours) = min. of \$700
Deposit (to hold date, incl. towards balance): \$250

Medium-scale Events (20-59 people): \$200/hr (min of 8 hrs) = min. \$1,600

Large-scale Events (60-119 people): \$300/hr (min of 8 hrs) = min. \$2,400

Max. Capacity Events (120-175 people): \$400/hr (min of 8 hrs) = min. \$3,200

Deposit (to hold date, incl. towards balance): \$500

November through March

Small-scale Events (Fewer than 20 people): \$100/hr (min of 5 hours) = min. of \$500
Deposit (to hold date, incl. towards balance): \$250

Medium-scale Events (20-59 people): \$150/hr (min of 8 hrs) = min. \$1,200

Large-scale Events (60-119 people): \$250/hr (min of 8 hrs) = min. \$2,000

Max. Capacity Events (120-175 people): \$350/hr (min of 8 hrs) = min. \$2,800

Deposit (to hold date, incl. towards balance): \$500

Time must be set aside for set-up and clean-up.

For small events: minimum of **one** hour of set up and **one** hour of clean up

For all other events: minimum of **two** hours of set up and **one** hour of clean up

Additional Security Deposit: \$400

Balance: Final payments are due one month prior to the event. If balance is past due, the event may be cancelled and all payments to that point will be forfeited.

Discounts: Neighbors who live within 2 miles of the Arboretum receive a 20% discount.



PRICING - Weekday Meetings, Conferences, and Retreats

Monday through Friday:

9am-5pm use of the Conference Room (up to 20 participants): \$300

9am-5pm use of the Conference Room (by a non-profit): \$150

9am-5pm use of the Conference Room and Parlors (up to 75 participants): \$450

9am-5pm use of the Conference Room and Parlors (by a non-profit): \$225

Additional hourly rate for the Conference Room: \$50

Deposit (to hold date, included towards balance): \$150

Additional Security Deposit: \$100

Balance: Final payments are due one month prior to the event. If balance is past due, the event may be cancelled and all payments to that point will be forfeited.

Discounts: Neighbors who live within 2 miles of the Arboretum receive a 20% discount.

Please note that while Awbury staff will assist weekday renters with set-up and clean-up, clients will have primary responsibility for setting up tables, chairs, and equipment as well as cleanup after the event. (See Agreement, attached.)



Event Rental Contract

Name: _____

Address: _____

Phone: _____ Email: _____

Event Date: _____ Type of Event: _____

Number of Guests: _____ Will you be using a Tent? _____

Event Hours: Time guests will be invited for: _____ to _____

Set-up start: _____ Clean-up end: _____

Total number of hours: _____

Caterer Name: _____

Planner Name: _____

DJ/Band/Music Technician Name: _____

Rental Fee (Base Rate): _____

Extra Hours: _____

Catering-Related Fee: _____ (\$0 if using an Awbury Preferred Caterer)

Security Deposit: _____

minus Rental Deposit: (_____) Paid Date: _____ Check # _____

Balance = \$ _____ Balance Due Date: _____

Renter Signature: _____ Date: _____

Awbury Arboretum Signature: _____ Date: _____



How did you hear about Awbury Arboretum? _____

Would you like to receive weekly emails about Awbury news, programs, and events? Yes No

Awbury Rental Policies and Agreement

The mission of Awbury Arboretum is “to preserve and interpret its historic house and landscape, thereby connecting an urban community with nature and history.”

The following policies are designed in keeping with this mission -- to preserve and protect Awbury for future visitors as well as to keep your guests safe and to ensure that your event is a pleasant one.

Please initial next to each item to indicate your understanding and agreement.

Initial

What does the fee include? Your rental includes the use of the foyer, three parlors, covered porch, kitchen (with gas stove, microwave, refrigerator, and dishwasher), bathrooms, and lawn near the house during event hours. The fee also covers one indoor Host and (for larger events) one outdoor Parking Attendant.

Rental price also includes a one-year membership to the Arboretum.

Initial

Is the deposit payment refundable? No, the deposit is non-refundable.

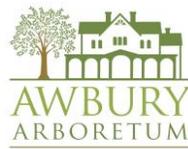
Initial

What time can I hold my event? For groups of 20 or more people we offer a base rental of 8 hours, to which you may add hours. On Saturdays and Sundays you can begin your rental any time after 9:00am. We require music to be off by 9:00pm, which generally means clean up and your rental end by 10:00pm.

Concerning Fridays: The Awbury Arboretum offices are officially open until 5:00pm, but we can accommodate rentals that begin earlier than that. Please check with the staff about specific dates where times are of concern.

Concerning Saturdays: Awbury occasionally hosts community events (volunteer projects, horticultural workshops, health and wellness classes, etc.) on Saturday mornings. These are typically small gatherings and conclude by 2:00pm. Please check with the staff about specific dates where times are of concern.

We generally do not rent the venue on holidays.



Initial

Are the grounds private during my event? Awbury Arboretum is open to the public from dawn to dusk- it is a large part of our mission to be an accessible green space. We will, however, strive to keep the Cope House and immediate gardens and grounds private for your event. While we make every effort to keep your event private and safe, security is the responsibility of client. The Awbury staff on site at the time of the function is not responsible for security.

Initial

Is there a ceremony-only option? Since we only book one event per day, we do not offer a shortened rental time. You do not, of course, have to stay for all eight hours of your rental.

Initial

May we have a rehearsal or extra set-up time? The Cope House is generally locked during weekends and evenings except for private events, so plan to include all set-up and rehearsal time in your rental.

Saturday renters: we now offer a “Friday evening set-up package.” For \$400 you may reserve the Friday before your event, including access to the house until 8pm. You may have a rehearsal and do some set up during this time.

Initial

Does Awbury provide an event coordinator? No, but clients are encouraged to work with one. Awbury will provide a day-of facilities host who can answer facilities questions, but they do not manage event details.

Initial

How does catering work? Clients are responsible for hiring a caterer to be on site during their event. Awbury offers a list of preferred caterers who are familiar with our grounds and policies, are properly insured, and offer excellent food in a range of tastes and prices.

If you wish to hire a caterer from outside our list, they must provide a certificate of insurance and set up a site visit with an Awbury staff member before the date of the event. There is a \$1,000.00 charge for using a caterer not on our preferred list.

Please note: we are exploring an Exclusive Caterer relationship which could be in effect for 2018. If you are booking a 2018 event, be advised you should discuss this matter with staff as you may be obligated to work with that caterer.

Initial

May we serve alcohol? Yes. You may provide your own alcohol, but for insurance reasons a professional bartender must serve all alcoholic beverages. Service of all alcoholic beverages must end at least 30 minutes before the end of an event.

Initial

Do you have heat and air conditioning? Yes! Thanks to several generous grants, we now have both air conditioning and heat in the Cope House.



Initial

Are there restrictions on décor? Due to the historic nature of the house, no nails, staples, tape, or tacks may be used when decorating. “Command Hooks” are allowed, provided they are removed cleanly. The following are also prohibited: open flame (with the exception of birthday candles on a cake), sparklers, rice, confetti, and flower petals- both real or fake. Glitter is also prohibited, including that on costumes, decorations, and party favors. Please note the fireplaces aren’t operational.

Any decorations or event details that may reasonably be determined by the staff to harm the house or landscape are prohibited.

Coper House art installations are not to be altered or removed, except by special permission.

Initial

How do we schedule tents? We recommend booking a tent for your event, particularly if there will be 60 or more people. It is recommended that you discuss tent options with your caterer. If you decide to use a tent, we require that you use one of our two approved rental companies:

Tents for Rent
110 Wood Corner Road
Lititz, PA 17543
(717) 733-9700
www.tentsforrent.net

Ocean Tents & Party Rentals
1647 Route 38 West
Mount Holly, NJ 08060
(609) 914-0600
info@oceantents.com

When scheduling, assume that your tent may only be up for your single day and that you assume responsibility for any related fees. That said, couples holding events at Awbury in the same weekend often split a tent (and therefore the tent rental price), which we strongly recommend. Please contact the Awbury staff to discuss this potential opportunity.

Tent rentals must be finalized and related details sent to Awbury one month before your event.

Initial

What about other rental items? You may have rental furniture, china, linens, or other items delivered to the Cope House prior to your event, generally on Thursday or Friday. Similarly, rental items may be picked up after the event, generally on Monday or Tuesday.

Please coordinate with the Awbury staff about any scheduled deliveries or pick-ups; delivery crews must contact the Awbury staff before unloading any items. Items will be stored in the sheds until your event and must be returned to the shed before the end of your event. Awbury accepts no liability for theft or damage of these items.

Note: Awbury is considering purchasing an inventory of chairs and tables which clients may choose to rent. Please contact staff about related details.

Initial

Does the Arboretum allow smoking? Absolutely no smoking is allowed in the house or on the porch. If there are smokers in the group, renters must establish a smoking area away from the porch with proper disposal systems. Renters assume responsibility for clean-up of these areas.



Initial

Where will guests park? The guest parking lot at the Francis Cope House accommodates about 15 cars. Overflow parking for another 20 or so cars can be made available along Station Road- a lovely 5-minute walk from the Cope House. Finally, ample free parking is available on the streets surrounding the Arboretum (Chew, Haines, and Ardleigh), a 5-10-minute walk from the Cope House.

Cars may not drive or park on the grass (other than along Station Road as specified); parking is allowed only in designated areas. Vehicles may not block the driveway. Vehicles must be removed following the event.

Renters are welcome to hire a bus or valet service. If you choose this option, please notify the Awbury staff so they can coordinate with the vendor.

Initial

May we have amplified music? We do allow amplified music. All bands and DJs should set up equipment in the parlors in designated locations only. In order to comply with city noise ordinance and out of respect for our neighbors, music must be kept at an inoffensive level. All music must end by 9pm, and Awbury staff will control the music volume.

Please note: Awbury is considering the purchase of sound equipment which, once available, all bands and DJs would be expected to use.

We are exploring relationships for preferred sounds technicians which could be in effect for 2018. If you are booking a 2018 event, be advised you should discuss this matter with staff as you may be obligated to work with pre-approved vendors.

Initial

For what clean-up are renters responsible?

Note: Generally caterers manage clean-up. Awbury Preferred Caterers will be familiar with this list, but you may review it with them.

- Remove ALL trash from indoor and outdoor areas, dispose of trash and recycling in designated dumpsters.
- Sweep all areas used, including the porch. Wipe down tables and countertops.
- Return furniture to its original location, including the house furniture, picnic tables, and rental furniture.
- Remove ALL belongings and décor (taken off site or stored in designated areas).
- In general, the facilities and grounds should be left in the same condition as when the rental began.

Initial

For what reasons could I lose my security deposit? Awbury would retain your security deposit in the case of damage to the property; garbage left on the premises; clients, vendors, or guests staying on site past the scheduled rental time; or other breach of contract. Assuming none of that happens, we will mail you a reimbursement for your security deposit after your event.



Other items:

We/I assume responsibility/liability for the behavior of guests, including any alcohol-related incidents.

We/I assume responsibility for the supervision and safety of children attending the event.

We/I understand that Awbury is a place of nature and community- an outdoor, multi-use facility where the garden's appearance varies with the season, weather, and the impact of prior use. While Awbury aims to offer a beautiful venue and to update clients about substantial changes, the space is subject to change without notice.

We/I understand that Awbury is not liable for any damages or inconveniences incurred as a result of unanticipated circumstances affecting the house or ground, including maintenance, or Acts of God, including, but not limited to: wind, snow, rain, or any other inclement weather.

We/I agree to cooperate with requests and comply with requirements of the on-site Event Host.

We/I understand that violation of any of the above will result in loss of security deposit and/or additional billing and that Awbury reserves the right to terminate an event at any time if violations occur.

We/I, _____ (name), who have/has agreed to rent space at Awbury Arboretum for our/my event on _____ (date) agree(s) to indemnify and hold harmless the Awbury Arboretum Association and the City Parks Association and the organizations' agents, employees, and independent contractors from and against any and all claims, losses, liabilities, and/or damages (including legal fees and costs of court) which any of the above individuals or organizations may suffer or be subjected to, by reason of the Client's(s') use of the premises.

Intending to be legally bound by the terms of this Agreement, I/we have signed this Agreement as of the date set forth below:

Name Printed: _____

Renter Signature: _____

Date: _____

Name Printed: _____

Renter Signature: _____

Date: _____



Vendor Contacts (Optional):

Tent Rental Company Name: _____

Tent Rental Company Contact Info: _____

Additional Rental Company's Name: _____

Additional Rental Company's Contact Info: _____

Event Planner's Name: _____

Event Planner's Contact Info: _____

Photographer's Name: _____

Photographer's Contact Info: _____

Florist's Name: _____

Florist's Contact Info: _____

Bus/Valet Company's Name: _____

Bus/Valet Company's Contact Info: _____