

# The Farm at Awbury Arboretum

## Education Center & Pavilion Rental

6336 Ardleigh Street, Philadelphia, PA 19138



### **What is the Farm at Awbury Arboretum?**

The Farm at Awbury is a 16-acre parcel within the 56-acre Awbury Arboretum. On the Farm, two walking trails lead guests through 17 different areas, including a food forest, dye garden, chicken coop, goat paddocks, vegetable and flower plots, and a natural playspace.

Our rental venues are nestled among the mission-minded farms, orchards, greenhouses, gardens, and partners that make up the Farm at Awbury. Please learn more at [www.awbury.org/farm](http://www.awbury.org/farm).

While you are welcome to explore the grounds and take photographs, we ask that you do not harvest or alter plants or feed any animals unless a staff member invites you. A Farm map is included in the location section of this rental packet.

Like the entire Awbury Arboretum, The Farm is open to the public from dawn to dusk 365 days a year. **Your rental contribution helps sustain this public resource. Thank you for your support!**



## What spaces are included at the Farm at Awbury?

### Education Center:

The Education Center is a 1,000 sq. ft. building divided into two sections:

- Garden Classroom
- Farm Kitchen, which includes a refrigerator, oven, stove, and sink
- Two Private Indoor Bathrooms, one on each side
- Front Porch and three picnic tables under a sheltered outdoor seating area

The entire building is wheelchair accessible and is climate-controlled with heating and air conditioning.

### Pavilion:

The open-air Pavilion is a 1,000 sq ft structure providing shade and cover from rain while retaining the feeling of being outdoors on the farm.

- Eight Picnic Tables
- One to two Porta Potties, publicly accessible in proximity to the Pavilion

### Welcome Lawn:

The Welcome Lawn is an expanse of grass that stretches between the Pavilion and the Education Center. The Lawn provides a pleasant adjacent spillover area for larger events.

## How many people can I have at my event?

Education Center Capacity: 50 people total (30 people inside + 20 people outside)

Pavilion Capacity: 48 people seated with plenty of additional space for mingling

50 -100 people with a mix of standing and sitting room.

Lawn Capacity: 50 people

**TOTAL CAPACITY: 200 people**



## When can I have my event?

- **Fridays from 3:00 pm-7:00 pm**
- **Saturdays from 10:00 am-2:00 pm**
- **Saturdays from 3:00 pm-7:00 pm**

You may rent both Saturday time frames, making it 10:00 am-7:00 pm. (The 2:00-3:00 hour in between will be included.)

Please note that your rental time includes the time for you to set up and the time for you to clean up. There is no access or storage before or after your event.

Rental season: April through November

## How much does it cost?

### Single Time Slot – 4 Hours

≤ 50 ppl: \$300  
 51-100 ppl: \$600  
 101-200 ppl: \$800

### Double Time Slot – 9 Hours - Available on Saturdays

Includes discounted rate for renting both morning and afternoon

≤ 50 ppl: \$500  
 51-100 ppl: \$1,100  
 101-200 ppl: \$1,500

### Non-Profit Rate – Must provide proof of Non-Profit Status

20% off of above rates

## Is there a deposit?

Yes. There is a security deposit required to hold your event. **It is not included in the rental fee and is in addition to the rental fee.** However, it is fully refundable after the event, if the contract terms are met.

- \$200: Up to 100 guests with no alcohol or amplified sound
- \$500: More than 100 guests
- \$500: Alcohol or amplified sound, regardless of number of guests

Awbury retains a security deposit in the case of:

- damage to the property
- guests staying on-site past the scheduled rental time
- incomplete cleanup
- other breaches of contract

Assuming none of that happens, the security deposit will be returned within 30 days after your event. It will be sent as a check in the mail. If you choose to cancel your event within 30 days of your reservation, the security deposit is retained by the Arboretum.

Balance of rental cost is due 30 days before your event.

If insurance is required for your event, insurance certificates are submitted at this time as well.



## What if I need to cancel my event?

Rental events at the Farm at Awbury are Rain or Shine.

If the event is canceled, the entire security deposit will be forfeited.

If the event is canceled within (30) thirty days of the event, the entire security deposit and 50% of the rental fee will be forfeited.

If the event is canceled within (7) seven days of the event, the entire security deposit and entire rental fee will be forfeited.

If Awbury cancels the event for any unforeseen circumstances, the security deposit and rental fee will be refunded in full.

## Will the space be private for my event?

Please note that this is a working farm. The public has the right to access The Farm, and resident tenants may need to drive in to tend their animals and plants during your event. While we always keep driving on the farm grounds to a minimum, the roads on the farm grounds must remain clear of obstructions.

The grounds are open to the public 365 days a year from dawn to dusk.

Your rental is specific to the highlighted areas of the map. You may not block entrances to the farm or wheelchair-accessible pathways. Your assigned host will help ensure that your rental area, as highlighted on the map, remains reserved for you.

## Are there restrooms?

Yes. There are two private indoor bathrooms within the Education Center.

There is also one publicly accessible Porta in proximity to the Pavilion.

## Where do we park?

Ample free parking is available on the city streets surrounding The Farm portion of the Arboretum (Ardleigh St. and Washington Ln). Once parked, please walk through either of our two entrances (Ardleigh St. and Washington Ln.). See the attached map for more information.

**Special Note:** The administrative address of the Awbury Arboretum is 1 Awbury Road, but that is **NOT** the Farm's location.

**\*\*\* Please ensure your guests go to 6336 Ardleigh Street for all Farm events. \*\*\***

## May we have amplified sound?

Yes, to an extent. You can have background-level sound and small speakers. Please be mindful of neighbors and other users on The Farm. Your Host will monitor the decibel levels.

No DJ sound systems or subwoofers are allowed.





## May we have alcohol?

Provided by:

- You or guests? Yes, but it must be insured (details below).
- Provided by a third party, like a caterer? Yes, but the caterer must be insured.
- Can alcohol be sold? Yes, but the seller must have a liquor license and insurance.

Please see additional details in the insurances and clearances section.

## What insurance and clearances are required?

If you are working with a **caterer**, we require a copy of their certificate of liability insurance, in the minimum amount of \$1,000,000, naming Awbury Arboretum as additionally insured.

If there will be **alcohol** at your event, we require liquor liability coverage, in the minimum amount of \$1,000,000, naming 'Awbury Arboretum' as additionally insured.

If you are using The Farm for **commercial purposes**, we require copies of your certificates of liability insurance naming Awbury Arboretum as additionally insured, with the following minimum coverage:

- General Liability: \$1,000,000 occurrence/\$2,000,000 aggregate
- Workers Compensation, if any employees will be on the premises: \$500,000/\$500,000/\$500,000

Obtaining event insurance should be quick and easy. Please see the steps below:

### PROCESS FOR OBTAINING EVENT INSURANCE

1. Start your search by contacting your homeowner's insurance provider. (If you aren't a homeowner, try your renter's/auto insurance provider.) They can often extend liability to include event venues for free.
2. If your current insurance provider is unable to extend your coverage to Awbury for the day of your event, you may obtain a one-time Special Event policy through an outside insurance company. Here are a few recommendations:
  - The Event Helper ([www.theeventhelper.com](http://www.theeventhelper.com))
  - Markel ([www.MarkelInsuresFun.com](http://www.MarkelInsuresFun.com))
  - Direct Event Insurance ([www.directeventinsurance.com](http://www.directeventinsurance.com))
3. The Details:
  - Ask to name Awbury as an additional insured
  - Coverage should be for \$1,000,000
  - Send proof of liability – a copy of your insurance certificate – to Awbury via [rental@awbury.org](mailto:rental@awbury.org) or mail: 1 Awbury Rd., Phila., PA 19138

If you are running a **program that includes children**, we require a copy of current child abuse clearances for all adults who will be part of their programs, either as employees or volunteers.



## How do I book a date?

1. Review this Rental Information Packet and Contract.
2. Contact the Awbury staff at [rental@awbury.org](mailto:rental@awbury.org) to see if the date and time of your event are available.
3. Complete the contract and submit it with the required security deposit of \$200 or \$500 to secure your reservation.
4. Complete payment of the rental fee total within (30) thirty days of your event. If rental payment is past due, the event may be canceled, and the security deposit forfeited. If the rental agreement is created within (30) thirty days of the event date, the deposit and balance are both due at the time of booking. Payments can be made online or by check or cash.
5. Show up and have a great event! Awbury will arrange for an Event Host to be on-site during your event. The Host will greet you, give you an orientation to the space, and close down the facility at the end of your event. Please note that they are not responsible for any setup or cleanup. Clients and vendors must cooperate with requests and comply with requirements of the on-site Host.

## Other details:

### Advertising/Marketing/Promotion

The address on any event invitations or materials should be:

**The Farm at Awbury: 6336 Ardleigh Street, Philadelphia, PA 19138**

Please note that there are several addresses for Awbury, and your guests will get lost if they use the incorrect one.

In any materials advertising your event (invitations, social media, etc.), please make it clear that, while your event is at Awbury Arboretum, it is not hosted by the Arboretum.

Please make it clear in your promotional materials who the public can contact to purchase tickets and answer questions. Our staff does not handle inquiries for rental event information or ticket sales.

### Furniture and Tents

There are tables and chairs at the Ed Center and picnic tables at the Pavilion. There are additional folding tables and chairs in the shed that you may set up and return during your rental.

You may bring in additional tables and chairs, but all items must be carried in and out during your rental time. You may bring pop-up tents for setup that day, but tents requiring setup or breakdown from a tent company outside of rental hours are not permitted.

### Decorations

The mission of Awbury Arboretum is “to preserve and interpret its historic house and landscape.”

You may bring in decorations, but please be sure all items are removed by the end of your rental. The following rules apply:

- No staples, tacks, or nails may be put into trees or plants.
- No glitter or confetti may be used. They are impossible to clean up in the outdoors.
- No open flame, except for birthday candles.

### Trash

All trash and recycling must be gathered and placed in the appropriate trashcans and recycling bins beside the Education Center building. Awbury will provide trash bags.

### Firepit Add-On

If you are interested in renting a firepit, please request a contract. Outside firepits are not permitted.

## MAPS OF RENTAL SPACES





# The Farm at Awbury - Event Rental Contract

Name/Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If Non-Profit, please provide EIN#: \_\_\_\_\_

Event Date: \_\_\_\_\_

**Time:**

- Friday: 3 pm – 7 pm (four hours)
- Saturday: 10 am - 2 pm (four hours)
- Saturday: 3 pm - 7 pm (four hours)
- Saturday: 10 am – 7 pm (nine hours) (the hour between 2-3 pm is included)

Type of Event: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

**Security Deposit:**

- ≤ 100 people: \$200
- ≥ 100 people: \$500

**Venue Fee:**

- ≤ 50 people for four hours: \$300
- 51-100 people for four hours: \$600
- 101-200 people for four hours: \$800
  
- ≤ 50 people for nine hours: \$500
- 51-100 people for nine hours: \$1,100
- 101-200 people for nine hours: \$1,500

\$ \_\_\_\_\_ Security Deposit (Refundable)

\$ \_\_\_\_\_ Rental Fee **OR** \$ \_\_\_\_\_ Non-Profit Rental Fee

= \$ \_\_\_\_\_ **TOTAL**

**Payment:**  Check # \_\_\_\_\_  Online \_\_\_\_\_  Cash \_\_\_\_\_

Online Payment Link: <https://awbury.org/farm-rental-payment/>

**Security Deposit Refund Check:** Please indicate below, if different from above:

Check should be made out to: \_\_\_\_\_

Check should be mailed to: \_\_\_\_\_





## Event Rental Policy & Liability Agreement

Please sign and initial where indicated. Thank you!

I/we, \_\_\_\_\_ (name/s), who have agreed to rent space at Awbury Arboretum's Farm for our event on \_\_\_\_\_ (date), agree to hold harmless the Awbury Arboretum Association for any injury to persons or property during our Event.

- |         |  |
|---------|--|
| Initial | Renter/s assume responsibility/liability for the behavior of guests, including any alcohol-related incidents.              |
| Initial | Renter/s are required to produce documentation of appropriate insurance, as outlined above.                                |
| Initial | Renter/s verify that their use of the space and all associated activities are in full compliance with applicable law.      |
| Initial | Renter/s assume responsibility for the supervision of children.  |
| Initial | Renter/s agree to cooperate with requests and comply with requirements of the on-site Event Host.                          |
| Initial | Cars may not drive or park on the grass. Parking is limited to street parking.   |
| Initial | No open flame allowed. Only flameless candles (LED) are permitted, except birthday candles on a cake.                      |
| Initial | Music (amplified or live) must be contained within the immediate area of the rental space. Host will monitor music volume. |
| Initial | Propane grills only (no open wood or charcoal).  |
| Initial | Smoking is prohibited at Awbury Arboretum, including inside the buildings, on porches, and around the grounds.             |
| Initial | "Command Hook" tape only for decorations (no nails, staples, etc.).  |




Any and all litter created as a result of my event will be picked up.

Waste generated from the event will be deposited in the trash and recycling cans provided on the side of the Education Center building closest to the Pavilion.

Glitter and confetti are impossible to clean up in the outdoors. Therefore, I agree not to bring, distribute or use such products on The Farm.

In any materials advertising my event (invitations, fliers, social media, etc.) it will be made clear that, while my event is at Awbury Arboretum, it is not hosted by the Arboretum.

Renter/s and guests agree to follow current Philadelphia COVID-19 regulations regarding masks.

Renter/s are responsible for all clean-up:

- Any furniture moved, including picnic tables, must be moved back to its original place.
- Chairs and tables must be folded and stacked in designated areas.
- Trash and recycling must be bagged and placed in cans on the side of the building.
- Floors and porch must be swept.
- All of the renters' possessions must be removed.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FIREPIT REQUEST:**

Check here if you are interested in renting a firepit. A separate contract will be sent to you.

<b>OFFICE USE ONLY:</b>					
Sec: _____	_____	Ren: _____	_____	Bal: _____	_____
Ret: _____		_____			