The Classroom Building, located on the scenic grounds of Pennypacker Mills, is equipped with electricity, kitchen, restroom, heat & air conditioning.

Overview
- Capacity: 50 people if seated at tables.
- A Rental Agreement with Montgomery County Division of Parks, Trails & Historic Sites must be signed in advance.
- Shown during regular site hours - please call in advance: 610-287-9349.
- ALL COUNTY PARKS, TRAILS & HISTORIC SITES ARE NOW SMOKE FREE. NO SMOKING (INCLUDING VAPORIZERS) OF ANY KIND IS ALLOWED.

Rental Hours
- Maximum time available: 9:00 a.m. - 9:00 p.m. Tuesday through Sunday (no Mondays or holidays). You must arrive and depart at the times stated on your reservation.
- The rental is for one day only – all set-up, activity, and clean-up must happen within the rental timeframe.

Reservations & Security Deposit
- Rental fee is due at the time of signing the rental contract and is non-refundable. The reservation date will not be held without the completed form & fees paid.
  - A check for a security deposit is required for all reservations equal to the amount of the rental fee. The security deposit check will be voided as long as no damage or violation of the agreement occurs during the rental.
  - A checklist will be completed by renter & site staff prior to and after rental, and kept on file. Any damage must be reported to site staff immediately.
- We accept checks, money orders, or cash.

Decorations and Confetti
- The throwing of rice, glitter, confetti, birdseed, etc. is prohibited.
- Items which damage the building such as nails, screws, thumbtacks, staples and tape are prohibited.

Use of the Lawn
- A limited number of site-owned picnic tables can be set up on the lawn near the rear of the Classroom building with advanced notice for no additional charge.
- Any other usage of the lawn space requires a special permit & incurs an additional charge.

Available Equipment:
- 60 folding chairs
- 4 six-foot rectangular tables
- 5 eight-foot rectangular tables
- Triple stainless steel commercial grade sink
- One full residential-size refrigerator
- One electric range
- One small microwave
- Basic necessities for the bathroom (soap, toilet paper, paper towels)

Fees:
<table>
<thead>
<tr>
<th></th>
<th>Weekday</th>
<th>Weekend</th>
<th>Damage Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am – 9:00 pm</td>
<td>$60.00</td>
<td>$100.00</td>
<td>$60.00 or $100.00</td>
</tr>
</tbody>
</table>

Web: www.montcopa.org/pennypackermills
This agreement, entered into this day _____________________ by and between the County of Montgomery (hereinafter referred to as County), Court House, Norristown, PA, 19404, and ___________________________ (hereinafter referred to as lessee). Whereas, the lessee desired to lease the CLASSROOM BUILDING at Pennypacker Mills, 5 Haldeman Road, Schwenksville, 19473 as indicated below:

<table>
<thead>
<tr>
<th>Weekday</th>
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</tbody>
</table>

**Rental Procedures and Rules:**

- A reservation date will not be held until the checks for the fee and damage deposit are paid, and the form is completed.
- The fee is non-refundable. Two separate checks payable to “County of Montgomery” are required.
- Lessee agrees to adhere to the maximum number of persons permitted for the Classroom Building, not to exceed 80.
- If the Classroom building is destroyed by fire, flood or acts of God, so as to be unfit for occupancy prior to or during the term of the lease, the County shall have no obligation to repair the premises.
- When the rental is catered, a copy of the Health Department license must be provided two weeks before the date of the rental, indicating the name of the party for whom the caterer was hired.
- Lessee agrees to indemnify and hold harmless the County and its staff for any liability incurred while using the facilities at Pennypacker Mills.
- ALL COUNTY PARKS, TRAILS & HISTORIC SITES ARE NOW SMOKE FREE. NO SMOKING (INCLUDING VAPORIZERS) OF ANY KIND IS ALLOWED.

Name_____________________________________________  Phone:____________________________
Address___________________________________________  Email: ___________________________
City________________________________  State ___________  Zip__________
Reservation Day/Date:_______________________________  Arriving :__________  Departing:__________
Type of Event:_____________________________________  Use of Exterior:_____________________

# of people included: __________________

By signing below, I am indicating that I have read the above and will abide by these regulations, other posted County regulations, and on-site staff directives.

Signature________________________________  Date________________________
Site Supervisor:__________________________  Date:________________________

SPECIAL INSTRUCTIONS:___________________________________________________________________________
______________________________________________________________________________________________

Please sign and return original form with checks for the fees to: Pennypacker Mills, 5 Haldeman Rd, Schwenksville, PA 19473