



RENTAL RATE AND RULES

This historic landmark offers a unique space that will make your event a memorable experience!

Rental Rate: as of January 1, 2017

The Pagoda rental rates are as follows: *[Please note that rental rates are subject to change.]*

Rental fee: \$225 - for 3 hours - minimum charge
\$75/hr. for additional hours

Included in this rental fee is the use of the second floor of this historic building [maximum of 50 guests], the surrounding 2nd floor portico, staging area, banquet tables, chairs and accessibility to the lookout on the top level.

Additional Fees:

- \$75 site security fee - 3 hour minimum charge - \$25/hr. for additional hours
- \$50 maintenance fee
- A non-refundable site reservation fee of \$100 is required to reserve your event.
- For any event of 50 people or more, please contact Pagoda Manager.

A \$35 service fee will be charged for any returned checks.

Rules:

1. The maximum capacity of the Pagoda Rental Room is 50 people. **Please note: the Pagoda is NOT wheelchair or handicap accessible.**
2. The Pagoda and surrounding area are available for rental most any day from 9am to 10pm. The Pagoda is NOT available for rental on holidays or Pagoda sponsored events. The Pagoda management reserves the right to deem an event inappropriate for this site.
3. Renter shall use the premises for the purpose of the described event and for uses normally associated with such use, and for no other purpose, unless previously authorized by Pagoda management.
4. Because the Pagoda is an historic site, we appreciate your respect for any furniture, floor coverings and other décor.
No nails, tacks or tape may be used for any displays or decorations.
The furniture cannot be moved without previous approval from Pagoda management.
Absolutely no confetti is allowed inside or outside.
No open flame candles will be permitted.
5. The Pagoda does not take responsibility for rental equipment.
6. The Pagoda reserves the right to approve all food and beverage arrangements in advance.
Alcoholic beverages are not permitted without the approval of the Pagoda management.
Food and beverages are restricted to designated areas.
Leftover food must be removed from premises after the event.
7. No smoking allowed in or around premises. No chewing tobacco or chewing gum is allowed on premises.
8. Renters are responsible for all set-up and clean-up. Renters shall use and maintain the premises in a clean, orderly and safe manner. Renter shall promptly surrender the premises in good condition. Renter shall promptly remove all of renter's personal property, without damage to the premises, at the end of the event.
9. All trash must be placed in tied, plastic sacks and taken to and placed in designated receptacles.
10. The Pagoda does not supply dishes, glassware, flatware or sound systems for any events.
11. The Pagoda does not provide tents or canopies. [All outside tents and/or canopies require a special permit from the City of Reading Fire Department and be up to codes standards.]
12. Parking is permitted in designated areas only.
13. All exits and exit signs are to be kept clear and unobstructed at all times.
14. If any portion of the premises or fixtures or equipment or facilities are damaged or destroyed by renter, or if such damage is incurred during renter's use of premises, the damage shall be repaired, replaced or restored at Pagoda's direction. Renter shall be solely responsible for the full cost and expense of repairs, replacement or restoration. Damage includes unusual cleaning.

For more information and reservations, contact:

Pagoda Manager

Email: info@readingpagoda.com

web site: www.readingpagoda.com



The Pagoda is proudly owned by the citizens and City of Reading since 1911. It is managed and preserved by the Foundation for the Reading Pagoda.