



*Preserving Our Past to Serve Our Future*  
**Friends of Johnston, Inc.**  
**Camel's Hump Farm Nature Education Center**  
**1311 Santee Mill Road**  
**Bethlehem, PA 18017**  
**484-241-6117**

### FACILITY RENTAL RATES

FACILITY (Includes Tables and Chairs)	Maximum Capacity	Rate Full day (8 hours)	Rate Half day (4 hours)
<b>Farmhouse</b> Includes: 3 rooms (20 x 30, 20 x 20, 20 x 15) deck, patio, kitchenette, 2 bathrooms and grounds	60	\$400	\$300
<b>Guest House</b> (30 x 40) Includes: kitchen, bathroom, fireplace, deck and grounds	40	\$350	\$250
<b>Barnyard Patio</b> (40 x 50) April- Oct. Only Includes Barnyard patio and grounds	125	\$250	\$200
<b>Use of 40' x 60' Tent</b>	125	\$2400	
<b>Birthdays with educator</b> Includes use of Farmhouse or guesthouse or barnyard patio- 90-minutes with educator, visits with animals, scavenger hunt and one nature craft \$15/child	40 children		

### Additional Equipment and Labor Rental Rates

Equipment	Cost
Umbrellas for round tables	\$ 15.00 each
Tableware- Dishes, Silverware for 70 (plates, silverware) No glassware	\$6.00/place setting
Dance Floor 12' x 12'	\$500.00
Barbecue- renter must provide own propane/charcoal	\$20.00
Fire pit- with 10 pc wood bundles	\$10.00/bundle
Lawn Games- corn hole, volleyball etc...	\$5.00/game
<b>Labor</b>	
Event Manager (per hour)	\$40.00/hour
Parking Attendants (per hour)	\$10.00/hour

\*Full Day Rentals= 8 Hours Half Day Rentals= 4 hours

REV. 9/01/24



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### Facility Rental Agreement

**Please complete and return the contract and the Hold Harmless Agreement release described below:**

This contract is entered into on this \_\_\_\_\_

Between renter(s) \_\_\_\_\_ and Friends of Johnston, Inc.

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

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

Email address: \_\_\_\_\_

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

Nature of Event: \_\_\_\_\_

Number of Guests (approx.): \_\_\_\_\_

Rental Period: \_\_\_ Full Day ETA \_\_\_\_\_ | Half day: \_\_\_ 8:00am \_\_\_ 2:00pm |

Rental Fee amount \_\_\_\_\_ plus \$100 security deposit Total: \_\_\_\_\_

### Desired Amenities- check all that apply

Access to site on the day before, day of and/or day after your event for set-up/ clean-up

Use of Guesthouse

Use of amphitheater

Use of overflow parking area

Use of Barnyard

Use of Barn- for photographs only

Use of Farmhouse basement for caterer- refrigerators, sink, electric, water- no stove

Use of tableware- renter must rinse in bleach solution and restack-

Use of tables \_\_\_\_\_ quantity

Use of chairs \_\_\_\_\_ quantity

Use of tent additional charges required

Additional equipment \_\_\_\_\_

## **Property Rental Agreement Terms:**

### **Payment**

Your preferred rental date can be held for up to five days without payment. After that time, we cannot guarantee your preferred date. One half of your rental fee plus security deposit is required to secure the date at the time of booking. In addition to the rental deposit, the balance of your rental payment including equipment is due no later than 30 days prior to your event. No set-up of your event may begin until full payment has been made.

### **Security Deposit**

Renter is liable for any damages to the facility, equipment and grounds. A \$100 security deposit is required to cover the cost to repair any damages incurred by renter, guests, or contract labor (i.e. caterer, florist, decorator, etc.) The deposit will be returned to the renter at the address given us within 30 days of the event. Should damages exceed the deposit, you will be billed for the balance, with full payment expected within 30 days of your event.

### **Cancellations, Date Changes and Refunds**

The originally agreed upon block of time is binding and any changes in date (unless approved by owner) or cancellations of date will result in loss of the rental deposit. Any cancellations made 1 week or closer to event date will result in loss of security deposit and first half of rental fee. Accommodating requests for date change is subject to availability. After the contract has been signed, a cancellation or change of date will be accepted in writing only.

Owners are not responsible for any "acts of God" or terrorist acts which make it impossible to hold your event at the site. If the site becomes unusable due to an "act of God" or terrorist act, or unlikely event the farm terminates doing weddings, owners cannot be held responsible for any additional costs or difficulties this causes to the renter. Refunds will be considered on a case-by-case basis in the event of such an occurrence.

Renter indemnifies and holds harmless owners from any and all damages caused to renter. In the event of any legal action, the Renter will be responsible for any and all legal costs incurred.

### **Smoking**

No smoking is allowed in any of the buildings. Smoking is allowed in designated areas away from buildings. All cigarette butts must be placed in appropriate receptacles.

### **Decorations**

Renter must inform Owner of decoration plans for approval.

No open flames are allowed outside of designated firepit without express permission of owner.

Use of floating candles in the tent is permissible.

No nails, staples or tacks may be used when decorating. Renter is responsible for removal of any other decoration adhesive or string used while decorating.

No spray paint, glitter or rice. Bubbles or birdseed are permitted.

No electrical work may be done unless by licensed electrician approved by Owner.

Owner can supply ladders for use in decoration.

### **Times**

The Farm is available for guests for only during the rental period. The latest amplified music can occur is 9:00pm. Acoustic music may continue until 10:00pm.

### **Set-Up/Take Down**

Your rental fee covers cleaning and appearance of grounds before your event. Set up of chairs, tables, decorations, etc. is the responsibility of the renter. Friends of Johnston, Inc. employees are available to help at an hourly rate. Set up and take down may take place between \_\_\_\_\_ and \_\_\_\_\_. Before vacating the premises the renter/caterer must gather all trash/decorations from the barn and the grounds into trash bags and place it at designated trash bins near farmhouse. All spills must be thoroughly cleaned. Please leave site in condition you found it. Failure to complete any of the above will result in the loss of part of your security deposit.

**Parking**

Parking is available in the field beyond the barn. Deliveries may park in drive in front of barn long enough to deliver equipment. Bridal party may park between Guesthouse and barn.

**Alcohol**

All alcohol must be provided by renter. No Cash Bar allowed. All alcohol must be served by a certified/licensed bartender. No one under 21 years of age is allowed to consume alcohol. Inappropriate behavior, exposure to liability due to excessive drinking, damage to property, injury to individuals and other such activities can result in the individual being asked to leave premises. Owner has right to ask bartender to refuse alcohol to intoxicated individuals. Renter is responsible for calling a driver if individual appears to be incapable of safe driving or behaves in a threatening manner.

**Certificate of Insurance**

A certificate of Insurance is required from your Homeowners or Rental Insurance carrier naming Friends of Johnston, Inc. as an additional insured/Special Event. The certificate needs only to be for the day of the event, and the limit should be greater or equal to \$1,000,000 of coverage.

**General**

At least one representative from Friends of Johnston, Inc. will be on premises during event to assist with any problems or questions that may arise.

**Property Rental Agreement Terms**

I agree to all terms and conditions as described above: Date: \_\_\_\_\_

Renter Name: \_\_\_\_\_ Renter Signature: \_\_\_\_\_

FOJ Representative \_\_\_\_\_ FOJ Representative signature \_\_\_\_\_

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**For FOJ use only:** Date of Rental Request \_\_\_\_\_

**Down Payment including \$500 Security Deposit: Date:** \_\_\_\_\_ **Check#/Charge:** \_\_\_\_\_ **Amount** \_\_\_\_\_

**Final Payment: Date:** \_\_\_\_\_ **Check #/ Charge** \_\_\_\_\_ **Amount** \_\_\_\_\_

**Current Certificate of Insurance received on:** \_\_\_\_\_

**Please make all checks payable to:**

**Friends of Johnston, Inc.  
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