



Mt. Gretna Campmeeting Association, Inc.

P.O. Box 428, Mt. Gretna, Pennsylvania 17064
717-964-3040
Office@MtGretnaCampmeeting.org

TABERNACLE RENTAL POLICY

RENTAL INFORMATION:

The Tabernacle is rented on a first-come, first-served basis.

All renters must supply a certificate of insurance stating \$500,000 coverage. For individual renters (not corporate), homeowners or renters insurance usually cover one-day events. If the renter does not have either of these policies, they will need to obtain special event liability coverage.

The in-season rental fee (June, July, August) is \$500, \$300 for non-profit events, and \$300 for MGCA Members; an additional \$100 fee applies for events during the off season (May, Sept, Oct.) A security deposit of \$50 is required within 10 days of application approval or the rental will be cancelled. The security deposit will not be refunded if the event is cancelled less than 30 days before the event or if the Campmeeting must do additional cleaning after the event.

Payment in full and the certificate of insurance is due 45 days before the event. Failure to comply with the aforementioned time frames will result in the cancellation of the reservation.

Non-profit rentals must supply a copy of a not-for-profit IRS Letter of Determination.

Use of the Mt. Gretna United Methodist Church is not part of the Tabernacle Rental. It is a separate entity. The church may be contacted for possible use at (717) 964-3241.

GENERAL INFORMATION:

1. **Building:** No attachments of any sort may be made to the Tabernacle structure without prior permission from the Campmeeting Board of Managers. The Tabernacle is a no-smoking facility.
2. **Seating:** The Tabernacle seats approximately 700 people.
3. **Beverages:** **NO alcoholic beverages** may be served at the event or on the premises.
4. **Restrooms:** Restrooms are available for use only at the Tabernacle.
5. **Lighting:** The lighting includes separate house and stage lights that are on dimmers. There are also ceiling fans.
6. **Sound System:** There is a single channel Amplifier (about 100 watts) that feeds two community speakers hung overhead, at the center of the stage. There are two hand held microphones and one clip-on wireless mic, an 8-channel mixer, and 8 microphone jacks on the front of the stage. In most cases a microphone is not needed if people sit near the front.
7. **Piano:** There is an upright piano at the Tabernacle. This instrument is available, but may have to be tuned at the renter's expense.
8. **Parking: Parking is Limited.** The Campmeeting has parking areas reasonably close to the Tabernacle. They are by the Mt. Gretna Fire Company, next to Rt. 117 by the Campmeeting playground, and along 117 next to the Campmeeting property. These lots are for Campmeeting residents and guests, and will be available for your event on a first-come, first-served basis. Please note that the parking lot adjacent to the Tabernacle is the property of the Mt. Gretna United Methodist Church. It should not be used without the consent of the church. For information on its availability for your function, you may call the Church at (717) 964-3241.
9. **Times:** Event must be over, and the building cleared out and vacated by 10:00 p.m.
10. **Community Clean-up:** All directional signs, balloons etc. to the event and any Tabernacle decorations must be removed immediately following the event. If the Campmeeting staff is required to remove the above the security deposit will not be refunded.
11. **Informational Meeting: It is required** that a meeting be arranged with the Superintendent of Grounds to coordinate building preparations with renter's expectations. He may be contacted at (717) 454-7693
12. **Failure to abide by any of the policies will result in the forfeiture of the security deposit.**