Awbury Arboretum Association

The Francis Cope House - One Awbury Road - Philadelphia, PA 19138

Office: 215-849-2855 Fax: 215-849-0213 Email: awbury@awbury.org

Policies for Use

Francis Cope House and Awbury Arboretum Grounds

You are welcome at Awbury as our guest. Awbury's primary mission is to preserve and interpret its historic and landscape and thereby connect an urban community with nature and history. The following procedures ensure that you and your guests are safe, that your event is a pleasant one with wonderful memories, and that Awbury is preserved and protected so that others may enjoy it.

Please initial that you have read and agree to abide by each rule or procedure and sign at the bottom. Violation of any of the following rules and procedures will result in loss of security deposit. Awbury reserves the right to terminate an event if violations of these policies occur.

Rentals of the Francis Cope House must end by 10 PM seven days per week. Picnic rentals must end by 8 PM seven days per week. _____ Initial

Music (amplified and/or live music) must be contained within the Francis Cope House out of respect for our neighbors. Awbury Staff will control music volume. All music must end by 9 PM. _____ Initial

No abusive or offensive language. _____Initial

No driving on the grass; parking only in designated areas. . _____ Initial

The fireplaces aren't operational. Candle use only with written permission from Awbury staff. _____ Initial

The Cope House is a non-smoking facility; no smoking is permitted in the building. _____ Initial

Propane or gas grills only are permitted. No open wood or charcoal grills, or fires are permitted. _____ Initial

You may decorate for your event. However nails, screws, and staples of any kind are not permitted, and use of tape must be approved by Awbury staff. _____ Initial

All non-Awbury chairs, tables, plates, flatware, flowers etc. are the renter and caterer's responsibility. Delivery and pick-up times and dates are to be scheduled with Awbury staff a minimum of seven days prior to delivery. _____ Initial

Renter/caterer is responsible for cleaning up after event. This includes folding and stacking Awbury chairs and tables in designated area, and removing all event trash from the house and ground areas utilized for the event. Trash from events must be disposed of in the trash building located off the parking lot behind the house. _____ Initial

Signature: _____ Date: _____

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Picnics and Social Events

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Typical Events

Weddings	*Anniversaries*	*Book Signings*
Family Gatherings	*Bridal Parties*	*Book Clubs*

Maximum number of guests = 200 depending on the event. *Since space in the Francis Cope House is limited, cold weather events will generally be limited to 75 people (discuss with Awbury staff).*

Rates currently under review! To be finalized by February 2013

**Discounts may apply if: you live within 10 blocks of the arboretum, or you are a member of Awbury Arboretum, Awbury Neighbors, Chew and Belfield Neighbors Association, Cliveden Hills Neighborhood Association, or East Mt Airy Neighbors.

A $100 Security Deposit is necessary to reserve the space. The full balance of the rental fee is due 30 days prior to event, or at another agreed upon date. If the balance is past due, the event may be cancelled and the security deposit forfeited.

Awbury Arboretum can provide:

- Three first floor parlor rooms and a second floor conference room
- Conference room table and four smaller tables (30”x70”)
- 12-25 chairs
- 30 pot coffee maker
- Kitchen facility and limited amounts of tableware
- Digital projector with screen
- Easel, Dry Erase Board & Markers

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Parking and Transportation (All Events)

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Parking at Awbury Arboretum:

- **Guest parking lot at the Francis Cope House** can accommodate approximately 20 cars.
- **Overflow parking** can be made available along Station Road, located on the arboretum grounds between Washington Lane station and Awbury Road. Can accommodate approximately 20 cars with a 5-minute walk to the Francis Cope House.
- **Washington Lane train station** has limited parking available. Located at 6253 Clearview Street and Washington Lane, and served by the Chestnut Hill East Regional Rail line. It is a less than 10-minute walk to the Francis Cope House.
- **Street parking** is free and ample in the residential streets surrounding the arboretum. Parking along Chew Avenue, Haines Street, Washington Lane, or Ardleigh Street will place you within a 10-minute walk of the Francis Cope House.

Parking Attendants:

- **Limited parking capacity necessitates the use of an attendant(s) for a minimum of 2 hours for all events with 40 or more attendees.** Awbury can provide 1 or more attendants at $10 an hour per attendant.

Getting to Awbury Arboretum:

- The Arboretum is easily accessible by public transportation: The Station Rd. entrance to the Arboretum is directly across from Washington Lane Station on SEPTA's Chestnut Hill East Line. SEPTA bus routes 18 and 26 stop on Chew Ave. and the XH bus stops on Washington Lane. If traveling by car, the Arboretum's main entrance is on Chew Ave. between Washington Ln. and Haines St.

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Contract

Type of Event: _____

Event Date: _____ Number of Guests: _____

Event Hours: _____ Set-up/Clean-up Hours: _____

Group Contact(s): _____

Phone: _____ Email: _____

Amenities Needed (Check all that apply):

- o Tables
- o Chairs
- o 30 pot coffee maker
- o Digital projector with screen

Rental Fee: $_____

Parking Attendant(s): ___ attendant(s) at $10 per hour for __ hour(s) = $_____

Total Due: $_____

Security Deposit: $_____

Due: _____ Check # if Applicable: _____

Balance: $_____

Due: _____ Check # if Applicable: _____

Signature: _____ Date: _____

Staff Signature: _____ Date: _____

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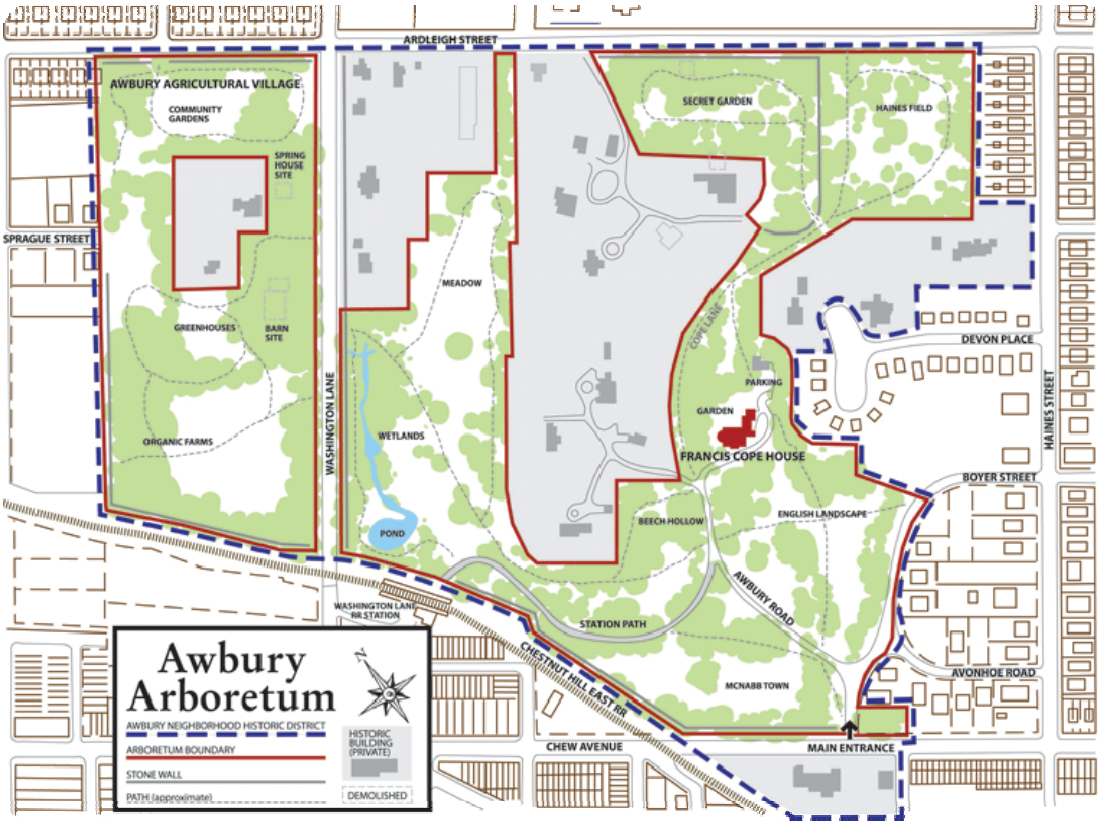
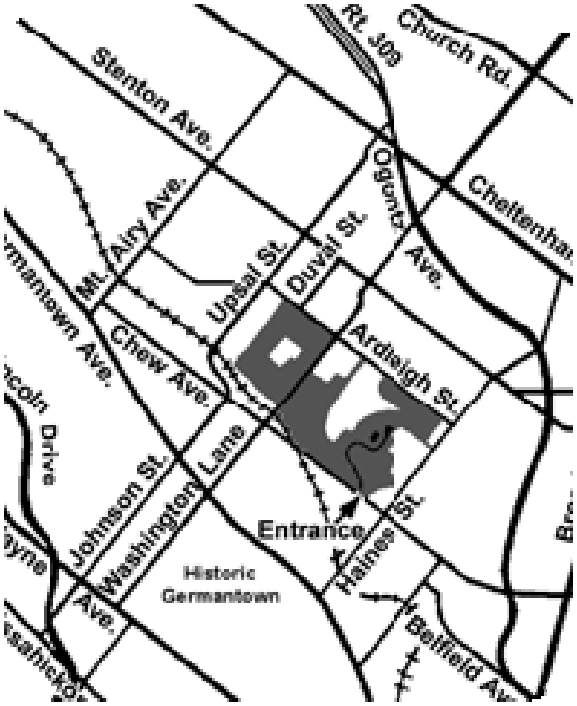
Office: 215-849-2855 Fax: 215-849-0213 Email: awbury@awbury.org

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