

Policies for the chartering of the Josiah White II canal boat

The following policies are guided by the D&L's mission and the need to ensure the safety of its facilities, staff, and visitors.

The boat is a unique venue for family reunions, special occasions, weddings and corporate outings. The boat may not be used as a venue for unauthorized solicitation/fundraising activities by individuals or unauthorized commercial business activities. Fundraising activities carried out by non-profit organizations may be permitted at the discretion of the D&L, provided they do not conflict or compete with the mission of the D&L. Additionally, the boat may not be used in any political activity (such as campaigning, lobbying or fundraising), regardless of the partisan or nonpartisan nature of the activity.

The D&L reserves the right to refuse rentals on the basis of availability, safety or inappropriateness of the proposed event as it pertains to the D&L's mission and standards of quality as determined by D&L representatives.

Date Confirmation, Payment of Fees and Cancellation Policy

- Prospective event hosts must submit a Canal Boat Charter Application.
- Event approval may take up to 10 business days, while we check crew availability and review any conflicts.
- After event approval, a contract and invoice will be issued and the date will be tentatively held on the boat's calendar.
- The event date will be confirmed upon receipt of a signed contract and a non-refundable deposit of \$125.
- The balance of the rental fee plus a refundable \$150 security deposit is due 30 days before the event date.
- Should the event host need to cancel/postpone the event or a change in plans be necessary due to unforeseen emergencies, payments made may be applied to a new date within one year pending availability.
- If the D&L must cancel due to a problem with the canal/canal boat/crew or due to inclement weather, the D&L will attempt to reschedule with the event host if possible or issue a full refund.
- The security deposit will be returned within two weeks of the event date, provided the Josiah White II is left free from litter and damage. If any damage or mess is noted by D&L staff, documentation will be provided to the event host before any action is taken.

Weather

The Josiah White II cannot be operated if there is the threat of thunderstorms or high winds. The boat can operate in the rain. The D&L reserves the right for its staff to cancel or modify a charter at any point (even after the boat is underway) if a weather threat arises.

Group Size

The Josiah White II can comfortably hold 65 guests. Larger groups may be accommodated depending on the nature of the event and group composition. The event host must inform the D&L of their headcount one week prior to the event date.

Availability

The Josiah White II is available for charter cruises from May through October, subject to the availability of its crew and provided it does not conflict with other operations. As the boat is difficult to operate in the dark, event times are dictated by the setting of the sun. For instance, a one-hour charter in June must leave the dock no later than 7:00pm and a two-hour charter in September must depart by 5:00pm.

Accessibility

The Josiah White II's dock is located 650ft up a paved path from Hugh Moore Park's main parking area, where handicapped parking spaces are available. With prior arrangement, D&L staff can allow a vehicle to drop individuals closer to the museum. The boat can accommodate wheelchairs. It has a lift to the lower level and one accessible restroom. To ensure a satisfactory experience, the event host shall inform the D&L prior to the event if any of their guests have accessibility needs.

Event Marketing

All public releases of information related to the event (press releases, social media posts, printed materials, etc.) must receive approval from the D&L. Private invitations and other communications do not need to be approved, but the event host is encouraged to consult the D&L regarding wording for directions and other instructions.

The event host is not to promote the event as a D&L or National Canal Museum-sponsored event.

Conduct

One person from the event hosts' party must be identified as the person in charge. The event host shall conduct the event in an orderly manner in full compliance with all acceptable laws, ordinances and regulations and in accordance with all policies established by the D&L.

The D&L reserves the right to conclude the charter at any time due to inappropriate or undesirable behavior by the event host or guests as determined by D&L Staff. Such conclusion will result in the forfeiture of all monies paid to the D&L by the client.

D&L Staff

The D&L will provide at least four staff members during the charter (two of whom will be onboard at all times). Their primary function is to safely operate the canal boat in accordance with Coast Guard safety regulations and ensure the safety of all guests. Their instructions must be accepted and adhered to by the event host and guests. If requested in advance, a staff member can deliver an interpretive talk about the history of the Lehigh and Delaware Canals.

Deliveries

Deliveries of food, drinks, decorations, or other items for the charter must be coordinated in advance with the D&L.

Decorations

All plans for décor on the boat must be communicated to the D&L prior to the event and are subject to approval.

- No open flames are permitted on the boat. LED battery-operated candles are an acceptable alternative.
- Decorations cannot be affixed in any way that may cause damage to the boat or that impede the operation of the boat (i.e. décor that blocks the captain's line of sight).
- Decorations must be removed immediately following the event's conclusion.
- Decorations that are messy or environmentally unfriendly are prohibited (confetti, glitter, etc).

Music / Entertainment

When a band or amplified music is planned, sound levels will be kept at an acceptable level as determined by D&L Staff. Power needs for amplified music or other entertainment must be communicated to the D&L prior to the event in order to insure that sufficient power is available. It is recommended that you have your musicians get in touch with the D&L directly to make arrangements for performing on the boat.

Smoking

Smoking is not permitted aboard the Josiah White II.

Animals

Only designated service animals are allowed on board the Josiah White II. Event hosts are responsible for cleaning any messes created by service animals.

Alcoholic Beverages

The D&L allows the consumption of wine, beer, and similar alcoholic beverages aboard the Josiah White II. Hard liquors are not permitted.

For private events, one individual representing the event host will regulate the consumption of alcoholic beverages by all guests attending the event.

For events open to the public, the event host is responsible for providing a licensed bartender (RAMP Certified) for those events where alcoholic beverages are served.

Bartenders and all persons responsible for alcoholic beverages must not provide alcohol to a minor (anyone under 21 years of age) or anyone showing signs of inebriation.

The event host is advised that he/she or his/her caterer must comply with all applicable laws and liquor regulations and acquire all permits required by the laws of the Commonwealth of Pennsylvania or other government agencies. In this regard, the event host is required to indemnify, protect and hold harmless the D&L and its respective officers, agents and employees from and against any and all losses, costs, claims, demands and expenses arising out of the event host's use of the D&L's facilities resulting from the provision of alcoholic beverages at the event.

Insurance

In order to be considered for use of the Josiah White II, the event host must agree to assume financial liability for any damage to or loss of objects or property belonging to the D&L and for any personal injury incurred as a result of such use. Toward that end, you, at your expense, agree to obtain insurance with a company authorized to do business in Pennsylvania and satisfactory to the D&L, against claims for bodily injury or property damage under a policy of general public liability insurance in an amount not less than \$1,000,000 for bodily injury and for property damage.*

Such policy shall include host liquor liability coverage if liquor is served and shall insure you and shall name D&L, its officers, trustees, employees, and agents as additional insured.

You shall furnish the D&L with a certificate of such insurance at least 14 days prior to the date of your event.

*If your current insurance limits are not adequate, contact your insurance agent to temporarily increase your coverage for the day of your event.

Food

There are no kitchen facilities aboard the Josiah White II. All food must be pre-prepared and brought on board. Restroom sinks are available for handwashing only.

For private events, event hosts may self-cater their event. Event hosts are responsible for maintaining proper food safety standards. Power needs for small appliances (crockpots, coffee urns, etc.) must be communicated to the D&L prior to the event in order to insure that sufficient power is available. The use of sterno is restricted to caterers approved by the D&L.

Caterers must be approved by the D&L at least 30 days prior to the event. The D&L can provide you with a list of pre-approved caterers upon request.

The D&L will supply tables and benches. The event host or caterer is responsible for tablecloths, plates, utensils, ice, coolers, and other items required to properly service the event.

The event host/caterer must remove everything brought onto the boat including trash, debris, leftover food and unused bags of ice immediately following the

conclusion of the event. The D&L encourages the separation of recyclables (glass, plastic, and aluminum) from other trash.

Please note that charter information / policies / fees may change without notice.

Thank you for considering the Josiah White II as a suitable venue for your special event. We are committed to providing you and your guests with the highest standards of hospitality.