

CHARTIERS TOWNSHIP PARKS & RECREATION

2024 Community Center Rental Contract

Reservation Date: _____ Day of Week: _____

Rental Start Time: _____ AM/PM Rental End Time: _____ AM/PM

Time frame must INCLUDE your set-up and tear down

of Attendees: _____ Type of Event: _____

Event Start Time: _____ AM/PM Event End Time: _____ AM/PM

Renter/Organization: _____

Main Contact: _____

Mailing Address: _____

Cell Phone: _____ Email: _____

Will you use: Audio Equipment ___ Screen Projector ___ Kitchen (Not Cooking) ___
(no additional cost)

Rental Rate Banquet Room: _____

Optional Fees:

Alcohol Permit: _____ Conference Room: _____ Observation Deck: _____

Gazebo: _____ Cooking Fee: _____ Set-up/Tear-down: _____ Cleaning: _____

Total Event Cost: _____

Rental Deposit: _____ Date Received: _____ CK # _____ CASH CARD

Remaining Balance Due: _____ Balance Due Date: _____

Balance Received Date: _____ CK# _____ CASH CARD

Damage/cleaning Deposit Due Date: _____ Date Received: _____

Chartiers Township Community Center Rental Policies

It is the responsibility of the renters to read all of the information in the following policy and related procedures and sign that they understand the policy.

1. **Reservation Date:** The signing of the rental agreement and the payment of the required deposit fee (\$200.00) for functions guarantees the reservation of the date of the event as set forth in the rental contract based on availability. The banquet hall is available for wedding receptions, bridal showers, baby showers, family reunions, birthday parties, business or organizational meetings, graduations, bar mitzvahs, holiday parties, and bereavement gatherings. All other events are at the discretion of the Chartiers Township Board of Supervisors with recommendation by Township Manager and Parks Director. Please refer to the fee schedule when submitting a rental request.
2. **Rental Fees:** See the information on the fee schedule included with the rental policy. The Township of Chartiers reserves the right to adjust fees on an annual basis.
3. **Final Rental Payment:** The balance of the rental fee pursuant to the rental policy is due **no less than SIXTY days (60) days prior to the event.**
4. **Damage Deposit:** **A \$300.00 damage deposit must be submitted thirty (30) days prior** to the event, dated the day of the event. This check will not be cashed unless the facility is damaged and/or has not been cleaned properly. If damage or clean up exceeds \$300 you are responsible for the remaining cost. The renter assumes all financial responsibility for any damage or loss to the facility/area rented. All renters are expected to leave the building and grounds clean and free of debris. **IF THE FACILITY IS FOUND TO BE IN AN UNSATISFACTORY CONDITION OR ANY DAMAGE HAS OCCURRED, THE RENTER WILL FORFEIT THE APPROPRIATE AMOUNT TO COVER THE DAMAGES/CLEANING.** If you choose to use a caterer for your function, or use the kitchen at all, it is your responsibility to make sure the kitchen has been properly cleaned. **IF THIS PROCESS IS NOT FOLLOWED, YOUR DAMAGE DEPOSIT WILL BE FORFEITED.**
5. **NSF Check Return Policy:** Individuals who submit an NSF check will be contacted and requested to make prompt payment in cash. In addition to the payment, a service charge of \$40.00 will be due and collected at the time of payment. Failure to comply will result in loss of deposit and/or reservation date.
6. **Cancellations;**
WRITTEN CANCELLATIONS MORE THAN SIXTY (60) DAYS BEFORE THE EVENT THE TOWNSHIP WILL REFUND ALL MONIES PAID BY THE RENTER WITH THE EXCEPTION OF THE \$200.00 NON-REFUNDABLE DEPOSIT FEE CHARGED TO HOLD THE DATE OF THE EVENT AND IS A REASONABLE ESTIMATION OF LOSSES INCURED BY THE EVENT CANCELLATION. FOR

Initials: _____

ALL RENTALS TOTTALLING LESS THAN \$200.00, THERE WILL BE NO REFUND PROVIDED.

WRITTEN CANCELLATIONS LESS THAN SIXTY (60) DAYS BEFORE THE EVENT WILL RESULT IN FORFEITURE OF ENTIRE MONIES PAID.

7. **Nature of the Event and Activity:** The nature of the event and related activity are limited to the events described in the information and fee schedule section of this policy.
8. **Event Times:** The start time is the earliest time allowed for set up. We strongly urge you plan accordingly. The end time is the latest time renters are allowed to occupy the Center.
End time includes clean up time. All events will end by 11:30 p.m. and all **clean up must be completed by 11:30pm.** The latest an event can run is 11:00pm. **Alcohol service must end no later than 10:00pm** and music must end at least 15 minutes before the end of the event and no later than 10:45pm. **RENTERS FORFEIT THEIR DAMAGE DEPOSIT SHOULD THEY REMAIN IN THE BUILDING OR ON PROPERTY PAST 11:30PM. If you need an exception to this and would like to rent beyond 11:30pm, special permission is required at time of original contract.**
9. **Setup** – Should the renter wish to setup the night before there event outside of office hours (only if the space is available), there is an additional rental fee per hour.
10. **Conduct of Guests:** Renter agrees to conduct the event in an orderly manner in full compliance of these policies and rules and regulations of the Township. The renter is solely responsible for his/her invitees as well as their compliance with these policies and rules and regulations of the Township. **THE TOWNSHIP RESERVES THE RIGHT TO EXPEL ANY RENTER FROM THE COMMUNITY CENTER IN THE EVENT THAT THESE POLICIES AND RULES AND REGULATIONS ARE VIOLATED IN CONNECTION WITH THE EVENT. FULL FORFEITURE OF ANY RENTAL FEES AND DAMAGE DEPOSIT WILL BE APPLIED. THE RENTER MAY ALSO BE SUBJECT TO FINES AND LIABILITY FOR ANY SUCH VIOLATIONS.**
11. **Number of Guests:** Renter and invitees must adhere to the posted room capacity/maximum occupancy limits of the Center AND are limited to the number of guests as indicated in the contract.
12. **No Smoking:** Smoking is not permitted in the Community Center. There are NO EXEMPTIONS to this rule. Smokers must use the cigarette receptacle outside for their cigarettes. Renter will be charged an additional fee if cigarette butts are found in the landscaping or on Community Center grounds.
13. **No Pets:** No pets are allowed in the Community Center unless they are service animals.
14. **Parking:** All vehicles must park in the parking spaces provided. There will no parking allowed in the grass or on private property outside of the facility. Handicapped parking is available in close proximity to the building entrance. Wedding vehicles may be driven to the front doors for drop off and pick up

reason only. **EXTENDED PARKING IN FRONT OF THE ENTRYWAY IS NOT PERMITTED. VEHICLES MUST BE PARKED AFTER UNLOADING OF EQUIPMENT AND SUPPLIES.** Caterers are encouraged to enter the Center from side door closest to the kitchen. Please make sure the door is fully closed before leaving.

- 15. Alcohol:** The renter is solely responsible and legally liable for serving alcohol to his/her invitees in connection with the event and is subject to the provisions given by the Township. **THE DISPENSING OF ALCOHOLIC BEVERAGES IS STRICTLY FORBIDDEN DURING THE LAST HOUR OF THE EVENT. ALL ALCOHOL SERVICE MUST END BY 10:00PM. ALL ALCOHOLIC BEVERAGES MUST BE CONSUMED INSIDE THE COMMUNITY CENTER. ALCOHOLIC BEVERAGES CONSUMED OUTSIDE OF THE BUILDING OR ON ANY OTHER AREA/GROUNDS WILL SUBJECT THE RENTER AND INDIVIDUAL VIOLATOR TO FINES AND PENALTIES AS PRESCRIBED IN THE CHARTIERS TOWNSHIP CODE OR IN APPLICABLE STATE STATUTES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT POSSIBLE.**

Renters are prohibited from selling alcohol or collecting fees for service or provisions of alcohol at an Event unless given written permission by the Township. It is strongly recommended no glass containers are served. Individuals must be 21 years of age or older to consume alcohol. Beer Trucks are not permitted on the Community Center Property.

- 16. Constable:** Renters serving alcohol at their event are required to hire a Pennsylvania State Constable. The number of constables required is at the discretion of Chartiers Township. Off duty police officers or other security officials are not permitted. Constables will enforce CTCC policies and attendee management at the event, including expelling any individual not adhering to CTCC regulations. ***Payment is made directly to the constable and proof of reservation is required. Mr. Pitzarella can be reached at 724-350-7936. Conformation from the renter is required. Please email your conformation to parks@chartierstwp.com.***

- 17. Music System:** The music system in the Center may be used for an event only after a designated person is trained on the equipment by the Center Manager. The renter is responsible for any damage to the equipment above and beyond the cleaning/damage deposit to fix equipment deposit fee to repair the equipment. Please call 724-485-2126 to schedule an appointment.

- 18. Projector/Screen:** The projector/screen in the community center may be used for an event only after a designated person is trained on the equipment by the facility manager. If any damage occurs to the equipment the security/damage deposit will not be returned.

The renter is also responsible for any costs associated with damage to the equipment above and beyond the damage/cleanup deposit fee required to fix equipment. It is strongly encouraged that any videos to be shown be ready and tested prior to the event. To schedule an appointment please call 724-485-2126.

- 19. Children Attending Events: Adult supervision of all children in attendance at events in the Center is required at all times. Children are not permitted to play sports in the hall.**
- 20. Decorations and Signage:** Helium balloons of any kind, confetti, fog machines, smoke machines and similar devices are not permitted in the building at any time. Use of unusual decorations must be approved by the facility manager. Nothing may be affixed to the walls ceilings except on designated hooks installed by the Township. CANDLES MUST BE ENCLOSED! No thumb tacks, push pins adhesive putty or tape of any kind can be used to secure decorations. All decorations and signage must be removed immediately following the event. If signs are not removed it will be considered insufficient cleaning and an additional fee will be imposed. The fee will be taken from the damage/cleaning deposit check.
- 21. Setting Up Tables/Chairs:** All chairs, tables, and any personal items are NOT permitted to be drug across community center floor. All items must be lifted off floor to move appropriately. If using our tables/chairs, wheel cart to where you want items set up and take off cart OR carry it from storage room.
- 22. Extra Provisions:** Additional chairs, tables, tents, equipment, etc. must be discussed and approved by the facility manager prior to the event. Bounce houses are not permitted without an insurance policy from your insurance provider. Proof of insurance is required to the Community Center.
- 23. Litter Provisions:** Litter inclusive of the throwing of confetti, glitter, rice or releasing helium balloons is strictly prohibited.
- 24. Photography:** Chartiers Township reserves the right to photograph events for promotional purposes.
- 25. Reservations:** The Township reserves the right to amend these policies at any time and renters shall be bound by the policies in effect at the time of the event.
- 26. Kitchen Use Policy:** The group requesting use of the kitchen for cooking must have someone who is kitchen trained directly involved in the preparation, planning, implementation and cleanup of the meal being prepared in the kitchen.
- **All equipment must be cleaned and returned to its original location and condition. An inspection of the kitchen will take place after the event and a cleaning and/or replacement fee may be charged if it is not given back, as it was received.**
 - **Grease is NOT permitted to be dumped down drain; renter is responsible for disposing of any grease off-property.**
 - **All food purchased for the event planned, must be stored according to the recommendations on the food. Refrigerated items/non-perishable items must be stored accordingly from the time they are purchased until they are served.**
 - **All food prepared in the kitchen must either be consumed or taken with the party planning the event. NO OPEN CONTAINERS SHOULD BE LEFT IN KITCHEN AND NO LEFTOVERS CAN BE KEPT IN THE KITCHEN OR REFRIGERATOR.**

- **Any injuries, illnesses or accidents that occur during the event planned, or as a result of the event planned, must be reported to the office and documented in writing as soon as possible.**

27. Personal Property: Chartiers Township will not assume any responsibility for the damage or loss of any merchandise or articles left on the premises prior to, during, or following the event, including but not limited to personal articles, decorations, items found in refrigerator, etc. Under no circumstances can anything be left on property after event.

28. Force Majeure: In the event of an Act of God, including an epidemic, pandemic, unsafe building conditions, or loss of utility (water/gas/electricity/sewage) of any kind, etc, Chartiers Township has the right to cancel an event at any time.

29. Release of Liability: The renter and all participating individuals in the event held at the Chartiers Township Community Center hereby absolve and agree to indemnify and to hold harmless from any liability whatsoever arising from the use of the Chartiers Township Community Center, the Township of Chartiers, its employees, officers, agents and volunteers. The renter assumes any and all risk and hereby releases and waives and discharges the Township of Chartiers, supervisors, employees and agents from any and all liability, costs, attorney fees, demands, losses, or damages on account of injuries sustained or loss of property caused or alleged to be caused by the worldwide pandemic COVID 19. By entering the premises for the contracted event/activity, the undersigned understands the risk of exposing ourselves and attendees to COVID 19 and other viruses/illnesses.

30. All renters are required to set up and tear down for their event. Please refer to the cleanup list provided with your contract. If they would like the set up and tear down completed for them, an additional fee will be required. This must be included on your contract and paid for 60 days prior to your event. The renter and all participating individuals in the event held at the Chartiers Township Community Center hereby absolve and agree to indemnify and to hold harmless from any liability whatsoever arising from the use of the Chartiers Township Community Center, the Township of Chartiers, its employees, officers, agents and volunteers. The renter assumes any and all risk and hereby releases and waives and discharges the Township of Chartiers, supervisors, employees and agents from any and all liability, costs, attorney fees, demands, losses, or damages on account of injuries sustained.

RULES AND POLICIES

I/We, _____ request the use of premises owned or operated by Chartiers Township. We agree to pay the appropriate fee of \$_____, for this privilege. In so using these premises, I/we assume all responsibility and liability for any and all accidents causing bodily injury or property damage. I/we agree to hold the Chartiers Township harmless for any and all claims that occur during the use of these premises. I/we further waive the right of subrogation against any and all claims that may be paid to me/us by our own insurance companies. I/we have read all rules and policies for the use of any property owned by the Chartiers Township. I/we agree to clean the premises after our use including removal of any and all trash, dry mop, and removal of any tables/chairs setup for event if specified. Any damage to the premises will be the applicant's responsibility. All rules and policies must be followed.

The undersigned has read the above contract, rules, and policies, and understands that I/we has given up substantial rights be signing it and sign it voluntarily and that I/we are over eighteen years of age and are able to read, write, and understand the English language. The undersigned acknowledges that no promises or representations have been made to me/us to induce him into signing this contact.

Community Center Office 724-485-2126
Parks Director Cell-724-350-6581
Constable Steve Pitz-724-350-7936

By signing this agreement renter /applicant acknowledges receipt of a copy of the policy. The renter has an opportunity to inspect the rental hall prior to their event. Please make arrangements via email at parks@chartierstwp.com or phone 724-485-2126 at least one week prior to your rental.

Date(s) of use _____

Signature of Applicant X _____ Date _____

Print Name _____

Initials: _____

Community Center Cleaning Checklist

Please make sure your cleaning list is completed by 11:30 pm. If you need anything, or have questions please call 724-350-6581

- Wipe down all tables used with multi-purpose cleaner.
- Break down tables and place them on the correct cart to wheel back to the storage area.
- Stack chairs 8 high then use the chair dolly to wheel them into the storage area. Do not drag them across the floor as it will scratch the flooring.
- Sweep (Hall, Kitchen, Bathroom)
- Mop floors if food was served at event.
- Wipe Down kitchen counters and sinks. Please do not leave food on counters or in the sink. Make sure sink is drained and cleaned.
- All trash must be emptied (including bathrooms). Please use the trash cans to wheel the garbage out to the dumpster (front of building).
- Replace trash bin bags with empty bags from supply closet.
- Wipe Sinks in the restrooms.
- Clean any handprints on windows/doors.
- Make sure ALL doors are closed tightly when you leave.
- Once list is complete, call or text the above number and you are free to leave.

All Cleaning Supplies are in the janitorial closet next to the restrooms. If your list is not completed your damage deposit will be cashed.

Signature of Applicant

X _____ Date _____

Initials: _____