

CLARK BOROUGH
P O Box 513, 2798 Winner Road, Clark, PA 16113
Phone 724 962-5821 Fax 724 962-4268

Borough office hours are Monday-Wednesday-Friday from 9:00 a.m. to 1:00 p.m.

RENTAL CONTRACT FOR BOROUGH OF CLARK SOCIAL HALL

- **Security deposit (\$50.00) must be paid up front to hold the reservation.**
- **Rental fee must be paid, at minimum, two (2) weeks prior to rental date.**
- **Security deposits will be forfeited if less than two weeks cancellation notice is given.**
- Rental functions are for eight (8) hours total, including set up and clean up.
- Set-up is permitted the night before the event **when requested and approved for a \$20.00 gas surcharge fee.** Borough will not be held liable for any damages/ loss of any items left overnight.
- Hall must be vacated by midnight (12:00 a.m.) so party should be over by 11:00 p.m.
- Renter is responsible for all damages including damages from decorations and/or tape.
- Renter is responsible for clearing off tables, bagging garbage, wiping tables off with a damp cloth, removing all decorations used. Garbage is to be placed in the dumpster.
- Misuse of the facilities and/or property, will result in the loss of security deposit.
- **NO SMOKING.**
- **NO ALCOHOL OUTSIDE OF THE SOCIAL HALL OR IN THE PARK.**
- **NO ALCOHOL CONSUMPTION BY MINORS.**
- **NO BUBBLE MACHINE, SMOKE MACHINE OR CONFETTI.**
- **NO DRAGGING OR SITTING ON TABLES.**
- Tables must be covered with table paper provided by renter.
- Tables and chairs are not to be taken out of the building.
- Upon initial occupancy of the hall, the hall must remain attended by an adult.
- It is necessary to be prompt for the set-up appointment as the custodian will allow only fifteen (15) minutes tardiness for your arrival. If the appointment time is passed, you will not have access to the building.
- All kitchen appliances must be left clean or security deposit will be forfeited.
- Renters are not to leave the building until the hall has been checked by the custodian.
- **Your security deposit will be returned in full by mail on the 1st Wednesday of the month FOLLOWING your function, if there is no damage and you finished at the stated time.**
- **Make checks payable to Clark Borough and mail with the signed Guidelines letter to Clark Borough PO Box 513 Clark, PA 16113**

**Please contact the office to confirm in/out hours you have requested prior to rental date and for any additional information.

**Please call the Custodian: Marlene @ 724-301-5965 before you leave or for time changes.
(Opens and closes upon entry/exit, No keys are given out)**

----- Return with payment -----

NAME (please print & Sign): _____	
RENTAL DATE: _____	RENTAL FEE: \$ 180.00
TIME IN (for set-up): _____	SECURITY DEPOSIT: \$ 50.00 (due up front)
TIME OUT (after clean-up): _____	TOTAL DUE: \$ 230.00
PHONE #: _____	TOTAL PAID: _____
FUNCTION: _____	