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. Functions lasting over eight (8) hours will be charged $30.00 per hour.
* Set-up is permitted the night before the event ***when requested and approved***. 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.**
* **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.**
* 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 **Borough will not be held liable for any damages/ loss of any items left overnight.**
* 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.
* **Misuse of the facilities will result in the loss of security deposit.**
* 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, if there is no damage and you finished at the stated time.
* **Deposits will be mailed the first Wednesday of the month following your function.**
* **Make checks payable to Clark Borough and mail with the bottom portion of this 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: Al Ruth at 724-982-8881 before you leave or for time changes.**

**(opens and closes upon entry/exit)**

←---------- Return with payment ----------→

NAME (please print & Sign): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RENTAL DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RENTAL FEE: $

TIME IN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SECURITY DEPOSIT: $ 50.00 (due up front)

TIME OUT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TOTAL DUE: $**

PHONE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL PAID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FUNCTION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_