

CLARK BOROUGH

PO Box 513, 2798 Winner Rd. Clark PA 16113

Phone: 724-962-5821 Fax: 724-962-4268

Borough office hours are Monday-Wednesday-Friday from 9:00am to 1:00pm

RENTAL CONTRACT FOR BOROUGH OF CLARK SOCIAL HALL

(Keep this page for your records)

- ☐ Security deposit (\$50.00) must be paid upfront to hold the reservation. 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.
- ☐ Rental fee must be paid – at minimum – two (2) weeks prior to rental date.
- ☐ 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 and will include a \$20 additional charge.** Borough will NOT be held liable for any damages/loss of any item left overnight.
- ☐ By Law, the hall/premises must be vacated by midnight (12:00am) so all events should be over by 11:00pm.

- ☐ **SECURITY DEPOSIT WILL BE FORFEITED IF:**
 - ☐ **Less than two (2) weeks cancellation is given**
 - ☐ **Misuse of the facilities and/or property, all kitchen appliances are not left clean, per guidelines stated below (A-D).**
 - ☐ **Building has not been checked/locked by the custodian and the doors are not locked once the function is over and renter leaves for the night, per guideline stated below (M)**
 - ☐ **Vehicles are parked in front of any emergency doors and/or any fire lanes, per guidelines stated below (E-F)**

- A. Renter is responsible for all damages including any cause from tape and/or decorations.
- B. Renter is responsible for clearing off and wiping down tables and appliances used, bagging garbage, removing all decorations used. Garbage is to be placed in the dumpster.
- C. ABSOLUTELY NO COMMAND STRIPS ARE TO BE USED
- D. NO BUBBLE MACHINE, SMOKE MACHINE OR CONFETTI INSIDE THE BUILDING.
- E. **DO NOT PARK IN FIRE LANES OR BLOCK AREA IN FRONT OF OVERHEAD DOORS.**
- F. **PARKING BY THE HALL DOORS IS FOR LOADING AND UNLOADING. YOU MUST MOVE VEHICLES AS SOON AS DONE.**
- G. SMOKING/VAPING PERMITTED IN DESIGNATED OUTSIDE AREAS ONLY. PROPERLY DISPOSE OF CIGARETTE BUTTS
- H. NO ALCOHOL PERMITTED OUTSIDE THE SOCIAL HALL OR IN THE PARK
- I. NO ALCOHOL CONSUMPTION BY MINORS
- J. DO NOT DRAG OR SIT ON TABLES
- K. Tables and chairs are not to be taken out of the building
- L. Upon initial occupancy, the hall must remain attended by an adult, including at the end of the event
- M. It is necessary to be prompt for the set-up appointment as the custodian will only allow fifteen (15) minutes tardiness for your arrival. If the appointment time has passed, you will not have access to the building. RENTERS ARE NOT TO LEAVE THE BUILDING UNTIL CUSTODIAN OR COUNCILMAN **IS PRESENT** AND THE HALL HAS BEEN CHECKED FOR INFRACTIONS.

****Call the custodian (Tim 878-263-0165) before you leave, for any time changes or for any issues****

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***** Return this page with Payment *****

Make checks payable to Clark Borough and return this page to Clark Borough PO Box 513 Clark, PA 16113

NAME:	SIGNATURE:
RENTAL DATE:	RENTAL FEE: \$ 425.00
TIME IN (for set-up):	SECURITY DEPOSIT: \$ 50.00 (due up front)
TIME OUT (after clean-up):	TOTAL DUE: \$ 450.00
PHONE #:	TOTAL PAID:
FUNCTION:	BALANCE:

Requested **and approved** set up the day before your event:

TIME IN:	TOTAL DUE: \$ 20.00
TIME OUT:	TOTAL PAID:
DATE:	