

**CLARK BOROUGH**  
P O Box 513, 2798 Winner Road, Clark, PA 16113  
Phone 724 962-5821 Option #6 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

- Keys to the building are not given out. The custodian will Un-lock and lock doors.
- Hall rentals do not include private access to the **public** park or pickleball courts.
- 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.
- 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.
- ABSOLUTELY NO COMMAND STRIPS, BUBBLE/SMOKE MACHINES, CONFETTI ARE TO BE USED, NO SITTING ON TABLES
- Renter is responsible for clearing off tables, bagging garbage, wiping tables & 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.
- 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.
- All kitchen appliances must be left clean or security deposit will be forfeited.
- **In the event that our custodian is not available, Renters will be required to ensure that all doors including the double doors are locked prior to leaving. If double doors are left unlocked, this will result in loss of deposit.**
  
- **Your security deposit will be returned in full by mail on the 2nd Wednesday of the month FOLLOWING your function, pending no damage and you finished at the stated time.**
  
- **Make checks payable to Clark Borough and mail with the following page to the above address**

**Please call the Custodian: Tim @ 878-263-0165 before you leave or for time changes.**

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

NAME (please print & Sign): _____	
RENTAL DATE: _____	RENTAL FEE: \$ 200.00
TIME IN (for set-up): _____	SECURITY DEPOSIT: \$ 50.00 (due up front)
TIME OUT (after clean-up): _____	<b>TOTAL DUE: \$ 250.00</b>
PHONE #: _____	TOTAL PAID: _____
FUNCTION: _____	