

SAXONBURG HISTORICAL & RESTORATION COMMISSION

P.O. Box 150

Saxonburg, PA 16056



2017 COOPER HALL & ROEBLING PARK RENTAL AGREEMENT

Reservation Date _____

Organization/Renter's Name _____

Contact Person _____

Street Address _____

City/State/Zip _____

1st Contact Phone # _____ 2nd Contact Phone # _____

Type of Event (Wedding Reception, Reunion, etc.) _____

Will wedding take place in Roebing Park? Circle One Yes No

Are you going to use Roebing Park for your wedding rehearsal? Circle One Yes No

Minimum Rental Fee for Cooper Hall is \$750

<u>Number of Guests</u>	<u>Rental Fee</u>	These fees include the use of Roebing Park.
001 – 100	\$750	
101 – 200	\$1050	
201 – 300	\$1500	

Hours of Event: _____ to _____ Number of Guests: _____

Total Rental Fee of Cooper Hall Roebing Park _____

Rental Fee Deposit (One-half total fee): _____ Date Received _____

Damage/Cleaning Deposit: Deposit is due with final payment as separate check. Check will be returned if facility is cleaned to the specifications listed on Page of this document. **Any damage over \$300 will be billed to lessee accordingly.**

Damage Deposit Due _____ Date Received _____ Deposit Return Dated _____

MAKE CHECKS PAYABLE TO: SHRC

Please write Organization/ Renter's name in memo line of check

Send all material to **SHRC ATTN: Cooper Hall PO Box 150 Saxonburg, PA 16056**

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SAXONBURG BOROUGH

FACILITIES HOLD HARMLESS AGREEMENT

It is hereby understood and agreed the Saxonburg Historical & Restoration Commission (SHRC) will make available for recreational use Roebing Park, its buildings and other facilities and that I/we, the undersigned, acting on behalf of all participants, both individually and collectively hold harmless Saxonburg Borough, Saxonburg Historical & Restoration Commission "SHRC", its officers, employees, and volunteers, from and against all claims for injuries to our program participants or invited spectators resulting from our/their use of these facilities/

It is understood that I accept this condition in return for the use of the Roebing Park, its buildings and other facilities on the days and times made available by SHRC.

All participants should be notified that Saxonburg Borough's liability for injuries is limited as defined under the Political Subdivision Tort Claim (330-1978) and the Recreation Use of Land and Water Act. We agree to notify the parents or guardians of all minors that they, and not Saxonburg Borough or SHRC will be responsible for expenses for medical treatment resulting from participation in any program/activity for which we have requested this authorization.

In addition, persons requesting the use of the park and its buildings for **concession purposes** shall provide the SHRC certificates of product liability insurance, insuring the Saxonburg Borough and SHRC against damages arising from the sale of food products and providing defense coverage and costs including attorney's fees as well.

The undersigned hereby acknowledges receipts of copies of all current Saxonburg Borough and SHRC rules and regulations concerning use of its park and all buildings and agrees to notify all participants in its activities of same, and also to ensure that all participants and invited spectators abide by such rules and regulations. Failure to do so shall constitute grounds for revocation of any or all permits for usage.

Renter's Signature

Date

COOPER HALL & ROEBLING PARK RENTAL

<u>Number of Guests</u>	<u>Rental Fee</u>	<u>Damage/Cleaning Deposit</u>
001 – 100	\$750	\$300
101 – 200	\$1050	\$300
201 – 300	\$1500	\$300

1. The minimum Rental Fee is \$750.
2. One-half (1/2) of the rental fee is due when the reservation is made. These fees are based on the number of guests and is **NON-REFUNDABLE IF EVENT IS CANCELLED**. i.e., \$375/\$525/\$750. Make checks payable to: SHRC
3. **YOUR BALANCE IS DUE THIRTY-DAYS (30-days) PRIOR TO THE RESERVATION DATE.**
4. **At the time of payment of the rental fee balance, the cleaning/damage deposit of \$300 will be paid with a separate check made payable to: SHRC.**
 - a. After use of Cooper Hall and Roebbling Park, the check will be returned after it is determined all tables & chairs have been cleaned and returned to storage room, trash bags placed in dumpster, no trash/debris in Roebbling Park & surrounding areas of Cooper Hall and no damages to the facility to include damage made by vehicles parking off of the paved parking surfaces in parking lot and drive-ways.
5. **Event Liability Insurance naming Saxonburg Borough, as additional insured is required by ALL RENTERS. Event Liability Insurance must cover bodily injury, property damage and alcoholic beverage liability at the minimum of \$1,000,000.00. Please see your insurance company for more information and pricing. SHRC does not provide coverage.**

COMMERCIAL USE

Commercial use will be defined as those rental events that generate receipts such as sales from merchandise or entrance fees. Commercial use for Cooper Hall will be reviewed and approved on a case-by-case basis as recommended by Saxonburg Historical and Restoration Commission (SHRC). A flat rate of \$850 per day and each subsequent day shall be a flat rate of \$550 per day. A non-refundable deposit fee of \$700 is required when reservation is made.

RENTAL RULES FOR COOPER HALL & ROEBLING PARK

1. Cooper Hall will be opened and closed by a member of SHRC. It will be inspected when the hall is closed or the following day.
2. Reservations for Cooper Hall will be granted on a first-come basis to individuals and organizations.
3. Only those individuals authorized by the sponsoring organization/renter shall be permitted in the building and park.
4. The tables & chairs in Cooper Hall are set in the desired arrangement by the renter. As part of the “clean-up” of Cooper Hall, tables & chairs are to be wiped down & free of debris and returned to the storage room to the original location. **Failure to comply will result in the forfeiture of the cleaning/damage deposit.**

5. Alcoholic beverages must be consumed inside of Cooper Hall. No alcoholic beverages are permitted outside of the Hall.
6. No vehicles are permitted in the Park. Parking is only permitted on the paved parking lot. No parking is permitted in grassy areas. No parking on either side of Water Street or Rebecca Street.
7. **ALL RENTERS must supply SHRC, in addition to the application, a CERTIFICATE OF INSURANCE naming Saxonburg Borough as additionally insured. The policy must be at least \$1,000,000.00.**
8. Reservations are only guaranteed upon receipt of the Rental Fee Deposit and the information required by this form.
9. SHRC staff will be able to book a reservation 12 months in advance.
10. **Smoking inside Cooper Hall is prohibited.**
11. If cigarettes are smoked outside of Cooper Hall, we request the "butts" be place inside of the containers placed outside each door.
12. For your convenience, Cooper Hall is opened from 8:00 AM to 8:00 PM the day prior to the even by a SHRC staff member.
13. **The day of the event, Cooper Hall is opened at 8:00 AM. All music and activities are to be completed between NO LATER THAN 11:00 PM.**
14. **Cooper Hall is to be vacated by 11:30 PM or earlier. No exceptions. At this time the building will be locked. The cleaning/damage deposit will be forfeited if renter does not comply.**
15. Cooper Hall will be opened at 8:00 AM to 12:00 Noon the day following the event to return tables & chairs to the storage room and final clean-up as necessary. The Hall will be locked at noon.
16. If personal belonging or rented items are not removed by 12:00 Noon the day following the event, the cleaning/damage deposit will be forfeited.
17. The person and/or organizations who are granted use of Cooper Hall under these Rules and Regulations shall agree to and do hereby agree to hold harmless the Borough of Saxonburg, Saxonburg Historical and Restoration Commission, their officers, employees and other representatives, for any accidents of any sort or kind as a result of any activity in Cooper Hall during the period of this particular use. The user hereby agrees to assume full responsibility for any and all accidents.
18. I have read and fully understand the Rental Policy regarding the use of Cooper Hall & Roebling Park and I agree to fully abide by its content. A signature will indicate the above rules and regulations are understood and will be followed.

Thank you for renting Cooper Hall. We hope you will consider renting from us for your future events.

Printed Name

Date

Signature

Send all forms to:
 SHRC
 ATTN: Cooper Hall
 PO Box 150
 Saxonburg, PA 16056