

****Addendum****

Cooper Hall & Roebling Park Rental Rules

Name: _____

You have rented (Circle one): Cooper Hall Roebling Park Both

RENTAL DATE: _____

1. For your convenience (if rented on **Saturday**) the hall will be opened from **8:00 am to 8:00 pm** on **Friday**, unless other arrangements are made and approved by SHRC Member.
2. **The kitchen is a CATERING KITCHEN ONLY.** The gas range in the kitchen is for the purpose of warming prepared-foods ONLY!
3. One beer keg is to be stored in the beer tap cooler and an extra key is to be stored in the tub provided **ONLY**. This is to prevent any water from leaking onto floor surface, causing a slip and fall hazard.
4. **No consumption** of alcoholic beverages outside of Cooper Hall. This includes the patio/picnic table area outside of the hall, Roebling Park and the parking lot areas.
5. On the day of the event, the hall is opened at **8:00 am**.
6. All music and activities are to be completed between 10:30 – 11:00 pm. **COOPER HALL MUST BE VACATED BY 11:30PM. NO EXCEPTIONS!!**
7. **Cooper Hall will be locked promptly at 11:30pm, NO EXCEPTIONS!!**
8. The hall will be opened from 8:00 am – 12:00 Noon on Sundays, (or the day following your event) to return tables and chairs to the storage room, sweeping of all floor areas , removal of all trash and make final clean up as necessary, in the hall area, park areas, and parking lots. All trash needs to be deposited in the dumpsters provided in the rear parking lot.
9. **The hall will be locked at 12:00 Noon on Sunday.**
10. If personal belongings or rented items are not removed by 12:00 Noon the day following the event, the cleaning/damage deposit will be forfeited.

11. After the use of Cooper Hall and/or Roebling Park, the security deposit check will be returned after an evaluation is made to determine if chairs and tables are cleaned and returned to the storage room, trash and trash bags are placed in the dumpster, hall floors and bathroom floors are swept clean and there is no damage to the facility. If you have used Roebling Park during your event, the gazebo, picnic pavilion, and park, must be free of trash, and garbage cans emptied into dumpster, and all picnic tables returned to original placements.
12. **Consumption of alcoholic beverages during your event MUST be consumed in accordance with LCB rules and regulations.** Visibly intoxicated persons must be refused further alcohol by your bartenders. If they are found to be unruly, they must be removed from Cooper Hall and the park premises.

Nothing is to be hung on or from the walls of Cooper Hall, doors or door glass, without prior approval of a SHRC member. Decorations hung from the suspended ceiling, must be hung with a proper ceiling tile hangers, (available through Cooper Hall). Candles must be used in approved candle holders so that flame is not exposed. No open flames permitted. Battery-operated votive candles are recommended.
13. **No campfires** or any other open fires are permitted in the park or surrounding areas.
14. **Approval from a SHRC member on location and set-up of party/large tents must be obtained prior to the rental date. NO EXCEPTIONS!!!** No stakes are to be driven into grassy areas to support the erection of such enclosures. The use of sand bag anchors or cement anchors are recommended.
15. Opening any garage doors in Cooper Hall will not be permitted for any reason. They are to remain closed before, during and after the event.
16. **Recreational vehicles** may be parked in the designated parking areas beside Cooper Hall. We do rent the parking areas on an as come basis, so we cannot promise that there will not be anything parked in those spaces.
17. All parking of event vehicles is to be done on approved parking areas in front of Museum and side of Cooper Hall ASPHALT SURFACES ONLY. Parking on the west side of N. Rebecca St. (in the grassy areas across N. Rebecca St from the park & museum) is not permitted. **THERE ARE NO EXCEPTIONS AND MAY BE SUBJECT TO TOWING AT OWNERS EXPENSE.**
18. **It is suggested the renter purchase liability insurance to cover your event, naming SHRC as "Additional Insured".**

For assistance please contact:

Tom Canel
Ph #: 724-333-6528

Gerry Mullen
Ph# 724-831-7446

The undersigned lessee agrees to be entirely responsible for any and all losses, damages or other injuries to property owned by Saxonburg Borough and managed by Saxonburg Historical & Restoration Commission (SHRC) while the undersigned lessee and/or their guests are on Borough/SHRC property. Furthermore, the undersigned lessee understands that all rental fees paid to SHRC are non-refundable and that SHRC will not be responsible for the loss, damage or theft of personal property of, or personal injury to, those occupying the facility.

The undersigned lessee acknowledges receipt of a copy of Cooper Hall/Roebling Park Rental Rules and agrees to abide by them.

Signature: _____

Printed Name: _____

Date: _____

Phone #: _____

E-Mail: _____

Address: _____