

Cooper Hall & Roebling Park Rental Rules Addendum

Name: _____

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

Rental Date: _____

1. Non-Commercial Rentals: The hall will be opened the day before the event from 8:00 am to 8:00 pm, unless other arrangements are made and approved by Hall Management. Commercial Rental opening times will be arranged with Hall Management.
2. Hall is opened at 8:00 am the day of event.
3. On event day, all music and activities are to be completed between 10:30 – 11:00 pm. COOPER HALL MUST BE VACATED BY 11:30 PM. ABSOLUTELY NO EXCEPTIONS! THE HALL IS LOCKED AT 11:30 PM.
4. The hall will be opened from 8:00 am – 12:00 Noon the day following the 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 must to be deposited in the dumpsters provided in the rear parking lot.
5. The hall is locked at 12:00 Noon the day following the event.
6. 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.
7. 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.
8. The kitchen is a CATERING KITCHEN ONLY. The gas range is for warming prepared-foods ONLY!
9. Please handle the beer tap system with care. If storing canned/bottled beverages in ice-filled coolers or tubs, please do not allow water to leak onto floor.

10. 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.
11. 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.
12. Nothing is to be hung on or from the walls of Cooper Hall, doors or door glass, without prior approval of Hall Management. 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. Opening any garage doors in Cooper Hall will not be permitted for any reason. Doors are to remain closed before, during and after the event.
14. Approval from Hall Management 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. No campfires or any other open fires are permitted in the park or surrounding areas.
16. We rent the parking areas on occasion. Recreational Vehicles may occupy the parking pad areas adjacent to Cooper Hall.
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. **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.**

****If Certificate of Insurance is not presented 30 days prior to rental date, all monies will be forfeited and rental cancelled****

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: _____

For assistance contact:

Name: _____

Phone: _____

Name: _____

Phone: _____