

North Fayette Community Center Banquet Room Rental Agreement

Date of Rental: _____

Hours of Rental: _____ am / pm to _____ am / pm Expected Attendance _____

Name: _____

Group/Event (if applicable): _____

Street Address: _____

City, State, Zip: _____

Home Telephone: _____ Cell: _____

Email _____

FEE SCHEDULE

Banquet Room	Non-Resident	Resident	Member
Full Room w/kitchen*	\$105.00/hour	\$90.00/hour	\$80.00/hour
Security Deposit	\$150.00	\$150.00	\$150.00
Audio/Visual/Media Use Fee	\$50.00	\$50.00	\$50.00
Alcohol Fee	\$40.00	\$40.00	\$40.00

***Set up time is not included. Please rent set up time accordingly.**

I, the undersigned applicant, agree to abide and enforce the rules, regulations, and policies governing this facility, as set forth by North Fayette Township. I understand that by signing this document, I accept all responsibility for any damages to premises, furniture, equipment, or grounds resulting from use of the facility. I further agree that any violation of the facility rules and regulations, which I have read, can result in immediate cancellation of the reservation and forfeiture of all fees and deposits.

Signature

Date

Printed Name

Return signed Banquet Room Rental Agreement, with security deposit, rental fee, Agreement for Use of Alcohol (if applicable), and copy of renter's driver's license to:
North Fayette Community Center, 580 Donaldson Road, Oakdale, PA 15071
724-307-3725 www.north-fayette.com

North Fayette Community Center Banquet Room Rental Agreement

General Rules:

Rental applications will be accepted from adults 21 years or older.
A valid driver's license or government issued identification is required with rental application.
The building and terrace are a non-smoking facility.
A smoking receptacle is available outside the main building entrance.
Open flames are not permitted (with exception of sterno fuel burners).
Video surveillance security cameras are in operation in the Community Center.
Attendance is limited by the capacity of the rooms as established by the Building Code Inspector.
All renters and guests are to remain in the rented area, restrooms, and terrace.
Use of the gym, walking track, fitness area, and play area are **not** included with Banquet Room rental.
Children must be under direct adult supervision at all times, especially on terrace.
Renter is responsible to provide proper supervision of guests utilizing the terrace.
Entertainment such as bounce houses and other similar inflatables are not permitted.
Community Center staff will set up tables and chairs prior to event.
No animals (with the exception of service animals) are permitted in the Center.
Rental request times – Monday-Friday 7:00am-10:00pm, Saturday 8:00am-10:00pm, Sunday 12 7:00pm
Requests for rentals for fundraisers/special events require pre-approval of the Recreation Director.
Any changes to existing rental must be made via email or in writing.
Rental reservations may only be made 365 days in advance.

Rental Time:

Renter will be NOT be provided with set up time and should rent accordingly.
Renter will receive thirty minutes only following rental time for clean up.

The room must be vacated thirty minutes after rental time.
Guests must vacate room at end of rental time.
For any time used after the allotted thirty minutes for clean up, renter will be charged for time at the hourly rate in half-hour increments. The charge may be deducted from the security deposit.

Payment and Refund:

Security deposit must be paid in full to secure reservation.
Security deposit (in check form) will be submitted to bank for processing at time of reservation. Following event, with a satisfactory inspection, a refund will be issued in the form of a check from North Fayette Township.
Reservations are taken on a first-come basis.
Full cost of rental is due 45 days prior to reserved date.

Renter's Initials

North Fayette Community Center Banquet Room Rental Agreement

Cancellation policy:

Rental fee is refundable if cancelled more than 14 days prior to rental date.

Security deposit is refundable if cancelled more than 30 days prior to rental date.

A transferred party will not be refunded, it must either be used after transferring the date or rental & security deposit will be forfeited.

Kitchen Use:

Renter must provide all paper products, kitchen utensils, and supplies for event.

Community Center items in kitchen are not for public use.

Kitchen includes freezer, refrigerator, microwave, and warming oven.

Cooking facilities are not available.

Ice machine and coffee makers are not available.

Renter may utilize own caterer for the event.

Alcohol Use:

Alcohol is permitted with the completion of Agreement for Use of Alcohol.

Glass bottles are **not** permitted.

Decorations:

Confetti and glitter are not permitted in the center.

Nothing may be hung from the ceiling or walls.

No masking tape, scotch tape, Command strips, hooks, or pins are permitted on the walls.

Decorations may be taped to windows.

Table coverings must be used for all rentals and are to be provided by the renter.

Clean up:

Renter responsible for all cleanup including collection of all trash, removal of decorations.

Renter is responsible to leave all facility rental rooms and kitchen as found.

Please drain liquids prior to disposing in trash bins.

Recycling bins are available.

A room inspection will be completed with renter prior to event and following the event to check for damages.

Renter's Initials

General Information:

North Fayette Community Center Banquet Room Rental Agreement

Full room dimensions – 62'x32'

Full banquet room seats 144-168 people. Higher volume seating requests require buffet tables set up outside of main dining area.

Maximum occupancy is 178 people per building code.

Round tables – 60-inch round with seating for eight, 21 available

Rectangular tables – 30x70 inch, 10 available

A wheeled cart is available to bring party supplies into building.

A portable bar and bar cart are available for use.

Use of Audio/Visual/Media is available with additional charge of \$50.

The applicant shall be responsible for all damage and destruction to or theft of Community Center property. The applicant will reimburse the Township for such damage, destruction or theft at the replacement cost of item(s). The security deposit will be applied to the amount of damage. If the amount exceeds the deposit, the Township reserves the right to bill the applicant for the balance of the cost.

I agree to the rules and regulations and understand that my security deposit will be used to cover any damage done to the premises. If damages exceed the amount of my security deposit, I agree to pay any additional fees incurred.

Signature

Date

Printed Name

Room set up request:

round tables for seating_____ (8 chairs per table)

rectangular tables for food/gifts_____

Portable Bar: Yes____No____

Sign on placard to read:_____

Audio/Visual/Media requirements: (\$50 Audio/Visual/Media Use Fee) *Must be paid in full 45 days prior to rental

Screen_____ Projector_____ PC_____ HDMI Cable_____ Extension Cords_____

Special requests for setup:_____

Community Center staff will set up tables and chairs prior to event.

AGREEMENT FOR USE OF ALCOHOL

North Fayette Community Center Banquet Room Rental Agreement

AT THE NORTH FAYETTE TOWNSHIP COMMUNITY CENTER

In consideration of the opportunity to utilize the North Fayette Township Community Center, the undersigned hereby agrees to release, indemnify, defend and save and hold harmless, North Fayette Township, its officers, employees, agents, partners, heirs, successors and assigns (collectively "the indemnified party") from and against, and to reimburse the indemnified party with respect to, any and all claims, demands, causes of actions, losses, damages, liabilities, costs and expenses, including reasonable attorneys' fees and expenses, court costs and cost of appeal (asserted against or incurred by the indemnified party) for reason of or arising out of the use of the North Township Community Center by:

(Name of group or individual)

on the _____ day of _____, _____.

The undersigned further agrees not to serve or furnish alcoholic beverages: (a) for a charge; (b) to a person under the legal drinking age; and (c) to a person who is under the influence of alcohol and/or visibly intoxicated.

The undersigned is voluntarily using the Community Center and acknowledges and understands that there are risks involved in serving and/or furnishing alcohol.

By signing below, the undersigned represents and warrants that he (she) has carefully read the foregoing and knows and understands its contents and effect, and that his (her) execution is a purely voluntary act.

(Printed name)

(Date)

(Signature)

(Name of group or organization – if applicable)