

AUDITORIUM RENTAL CONTRACT FOR EVENTS¹ OR MEETINGS²

Property: Yeadon Borough Auditorium, 600 Church Lane, Yeadon, PA 19050

Landlord: Borough of Yeadon, 600 Church Lane, Yeadon, PA 19050
Phone: 610-284-1606
Fax: 610-284-2138

For information contact the Events Coordinator at 610-284-1606 Ext. 110 or at bbarnwell@yeadonborough.com

RENTAL FEE

The Auditorium rental is for a four (4) hour event. The fees are as follows:

Residents and Borough-based Organizations:

Friday through Sunday event:	\$1,900.00
Monday through Thursday event:	\$1,700.00

Non-Residents and Outside Organizations:

Friday through Sunday event:	\$2,200.00
Monday through Thursday event:	\$1,800.00

Resident Non-Profit \$500

Must show proof of 501 (c) 3 IRS determination and must be in good standing.

Repast (maximum two (2) hours)

Residents	\$750.00
Non-Residents	\$900.00

- You may request, in advance, a maximum of two (2) hours of additional time for set-up only. The payment for the additional time must be received at least fourteen (14) days before the event date.
 - Resident \$100.00 per hour
 - Non-Resident \$175.00 per hour

****REFUNDABLE SECURITY DEPOSIT OF \$750.00 IS REQUIRED FOR ALL EVENTS****

Hourly Meeting³ Rate (maximum two (2) hours)

Does not include access to kitchen facilities. Only snacks and/or light fare can be served.

- Resident \$50.00 per hour
- Non-Resident \$75.00 per hour

In order to obtain the Resident rate, the RENTER must present proof of residency in the form of a valid government-issued photo identification or current utility bill.

All Payments must be made by check or money order. We do not accept cash payments.

¹ A planned public or social occasion.

² An assembly of people for discussion.

³ Maximum 200 people. Two (2) hall monitors are required for 100-199 people and an additional \$100.00 will be to the cost of the rental. The hall monitors are provided by Yeadon Borough.

In completing this form, please PRINT your responses. Thank you.

RENTER:

Name: _____

Address: _____

City/State: _____ Zip Code: _____

Home Phone #: _____

Mobile Phone #: _____

Fax: _____

Email: _____

This _____ day of _____ 20_____, this Contract is made by and between the Borough of Yeadon and _____, hereinafter "RENTER."

EVENT PURPOSE

The Borough of Yeadon hereby agrees to rent to the RENTER the Auditorium and Kitchen facilities in Borough Hall.

This rental is for the purpose of:

Hall Rental: _____

Repast / Meeting: _____

Number of People Attending Event? _____

Will Alcohol be served? Yes () No ()

Will Food be served? Yes () No ()

If Yes, will the event be catered? Yes () No ()

RENTAL PERIOD

The RENTAL PERIOD shall be (date) _____ from (Start of Set-up time on the same day of the event) _____ until (conclusion of the event time) _____.

Clean-up time is not included in the event time.

HALL MONITORS

Two (2) Hall Monitors are required for all events and will be provided by Yeadon Borough and an additional payment of \$275.00 is required from RENTER. For events of 200 people or more, we require three (3) Hall Monitors, and an additional payment of \$400.00 will be charged to RENTER.

REPAST

A repast can be booked 4 days in advance with the final payment by certified funds due the day before the event.

RESERVATION DEPOSIT

This application shall be accompanied by a Reservation Deposit, in the form of a check or money order for \$100.00. We do not accept cash payments. The Reservation Deposit will be refunded if the application is withdrawn by the RENTER before the Borough approves the application. In instances where the Application is approved, and the RENTER cancels the event the Borough retains the Reservation Deposit. If the event is held the Reservation deposit is credited towards the final rental fee amount.

FINAL PAYMENT PROCESS

The balance of the rental fee must be paid and received by the Borough at least fourteen (14) days prior to the date of the use of the Auditorium rental premises by the RENTER. If payment in full is not received by such time the Borough shall be free to rent the premises to another party. All payments must be made by check or money order. We do not accept cash payments.

Any request to use the Auditorium on terms that do not fit within the foregoing hours, such as a request to use the Auditorium on a recurring basis, shall require the approval of the Borough Council. Said RENTER must submit a written detailed description of the proposed dates and hours during which the RENTER desires to use the Auditorium and the proposed use of the Auditorium. Such written request must be submitted to the Event Coordinator at least sixty (60) days prior to the intended use.

Set-up/breakdown of an event may take place in the two (2) hours immediately preceding the event and one (1) hour after the reserved time. During the setup and breakdown time all music, food, and entertainment must cease. Persons not participating in the set-up and/or breakdown must vacate the premises.

SECURITY DEPOSIT

In addition to the above rental fee, RENTER shall deposit with the Borough the sum of \$750.00 as a security deposit at least thirty (30) days prior to the event RENTER'S faithful performance of the terms of this Contract. The Security Deposit must be made in the form of a check or money order. The Borough will not accept cash. The Security Deposit is refundable, subject to the adherence of the terms of this Contract and inspection showing that there is no damage to the premises or to furnishings, trash, and recycling have been collected and stored in the Borough approved containers and have been placed in the kitchen, and extra Borough staffing was not required to clean-up the hall, bathrooms, kitchen, lobby, and elevator. After the RENTER has vacated, leaving the premises vacant, the Borough may use the Security Deposit for any unusual wear and tear to the premises or common areas, or to remedy any violations of the terms and conditions of the Contract.

RENTAL TERMS AND CONDITIONS

The following additional terms and conditions shall apply to the RENTER and all occupants of the premises pursuant to this Contract:

- _____ 1. **CONDITION OF THE PROPERTY.** It is the responsibility of the RENTER to clean and leave the Premises in the condition they found it. Failure to do so may result in the loss of the security deposit. The Premises must be returned to its original condition no later than one (1) hour after the conclusion of your event. RENTER shall be responsible for any damages to the premises property and for any and all articles stolen.

Any damages caused to Borough property shall be the responsibility of the user. The Security Deposit will be used in the first instance to pay for repairs and restoration of the damaged property. If the Security Deposit is insufficient to cover all repair costs, the RENTER and/or their insurance provider will be required to pay all additional costs - covering the full indemnification agreed to by the RENTER.
- _____ 2. **PURPOSE AND SCOPE OF RENTAL.** All participants occupying the Premises must limit their use of the facility exclusively to the agreed purpose as set forth above. Use of the Borough Hall facilities shall be restricted to the activity described in this completed Application. The RENTER, and any persons attending their event must confine themselves to the room(s) assigned.
- _____ 3. **PERSONAL PROPERTY.** The RENTER shall be responsible for the removal of the RENTER's property from the Borough Auditorium at the conclusion of their event unless other arrangements are made with the Event Coordinator or in his absence the Borough Manager's Office before the event. The Borough shall not be responsible for missing or stolen articles.
- _____ 4. **CURFEW.** All nighttime activities must be complete by 12:00 AM and all entertainment must cease 15 minutes before midnight. All guests must vacate the building by 12:00 AM. The RENTER has one (1) hour to clean up and must vacate premises by 1:00 AM.
- _____ 5. **DECORATIONS.** All decorations must be removed BEFORE the expiration of the RENTAL PERIOD. Staples, nails, or other penetrating devices are prohibited. The stairway, auditorium, kitchen, and bathroom floors must be swept and any wetness or stain wet-mopped. **CONFETTI IS NOT AUTHORIZED AT ALL.**
- _____ 6. **REMOVAL OF ALL TRASH.** All trash must be bagged in heavy-duty trash bags, sealed, and placed in the kitchen. Trash accumulated on windowsills, cabinet tops, and the like must be removed from the lobby, auditorium, bathrooms, kitchen, and stairways. Using the elevator for the transportation of trash disposal is not permitted.
- _____ 7. **PROPER DISPOSAL OF ALL FOOD AND/OR DRINKS.** All food and drink must be removed from the kitchen, refrigerator, ice machine, oven, stovetop, and building area. Leftover ice cannot be dumped into the gardens, landscaped areas, driveways, parking lot, and entrance areas of the facility.
- _____ 8. **CLEANING.** The kitchen must be swept and all working surfaces, including counters, stovetop, oven, refrigerator, ice machine, and small appliances are to be left clear and clean. The floors must be swept and left clear and clean. (See Decorations, item #5, for additional details). The facility must be left in a condition ready for immediate use by the following occupant.
- _____ 9. **ALCOHOL. NO ALCOHOLIC BEVERAGES SHALL BE SERVED TO OR USED IN ANY WAY BY ANY PERSON UNDER THE AGE OF 21.** Any violation of this prohibition will result in immediate forfeiture by the RENTER of all permits, rights, and rental payments in regard to the use of the Premises and result in immediate expulsion of all guests from the premises. RENTER is responsible for any and all necessary permits from the Pennsylvania State Liquor Control Board.

- _____ **10. CONDUCT OF GUESTS.** Disorderly conduct of any kind is prohibited. Violators will be ejected from the building and grounds. The RENTER is responsible for the conduct of all guests. Should the Building Hall Monitors and/or Yeadon Police Department determine the event has become an uncontrolled event, they have the authority to close the building and require the RENTER and guests to vacate the premises.
- _____ **11. PARKING.** The RENTER is responsible for the proper parking of automobiles. RENTER and all guests must obey all NO PARKING SIGNS and Borough parking regulations. Parking on grassy surfaces and sidewalks is prohibited.
- _____ **12. MAXIMUM OCCUPANCY IS TWO HUNDRED SEVENTY-FIVE (275) PEOPLE.** Non-compliance will result in the Building Hall Monitors and/or Yeadon Police closing down the event and requiring the RENTER and guests to vacate the premises.
- _____ **13. SMOKING.** Smoking is prohibited in the building, in the stairwells, or within twenty-five (25) feet of entryways and open windows.
- _____ **14. LIABILITY INSURANCE REQUIREMENTS AND INDEMNIFICATION. A Certificate of Insurance must be presented to the Borough of Yeadon** at least fourteen (14) days prior to the event. The Borough will review the certificate and confirm it satisfies our requirements. If the insurance coverage is inadequate or the proof, if proper insurance is not received the Borough, may cancel the event. Contractor shall maintain insurance issued by an insurance carrier satisfactory to the Municipality, authorized to conduct business in the Commonwealth of Pennsylvania, and rated at least B+ by A.M. Best Company to protect the parties hereto from and against any and all claims, demands, actions, judgments, costs, expenses and liabilities of every kind and nature which may arise or result, directly or indirectly, from or by reason of such loss, injury or damage.
 - 15. Such insurance shall be maintained at the sole expense of the Contractor
 - 16. as follows:
 - 17.
 - A. INSURANCE FOR NON-CATERED EVENTS WITH FOOD**
Individuals or organizations must provide proof of General Liability and Liquor Law Liability Insurance with a minimum coverage of One Million Dollars (\$1,000,00.00) suitable to the Borough. The Borough must be named as an additional insured on the policies for the event.
 - B. INSURANCE FOR CATERED EVENTS WITH FOOD**
Where a commercial catering service or company is to cater an event, the Applicant must also ensure that said caterer provides proof of General Liability and Liquor Law Liability Insurance to the Borough with minimum coverage of One Million Dollars (\$1,000,00.00) suitable to the Borough. The Borough must be named as additional insured on the policies for the event.
 - C. INSURANCE FOR EVENTS WITH NO FOOD**
Individuals or organizations must provide proof of General Liability with minimum coverages of One Million Dollars (\$1,000,000.00) suitable to the Borough. The Borough must be named as an additional insured on the policies for the event.
- _____ **18. SECURITY DEPOSIT IS FORFEITED FOR ANY VIOLATIONS OF THE RENTAL TERMS AND CONDITIONS.**

I have read the attached Rules and Regulations for the use of this Borough Facility, and the information outlined in this Application/Contract for the use of the Borough Hall facilities. I fully agree to comply with them in their entirety.

Signature of RENTER: _____ Date: _____

INDEMNIFICATION AND WAIVER OF LIABILITY

NOTICE - BY SIGNING THIS SECTION, YOU MAY GIVE UP LEGAL RIGHTS AND ARE AGREEING TO BE LEGALLY BOUND TO DEFEND THE BOROUGH AND PAY THE COSTS OF ANY INCIDENTS RELATED TO YOUR EVENT.

In consideration of the use of the leased premises and other good and valuable consideration which the RENTER hereby acknowledges, the RENTER for itself and all persons using or occupying the rented premises under the authority of this Contract does hereby:

(a) Waive, release, and discharge the Borough of Yeadon, its officers, officials, agents, servants, and employees from any and all claims, damages, causes of actions, and suits whatsoever arising out of or in any way connected with the use, misuse or occupancy of the rented premises including but not limited to any negligence of the Borough of Yeadon, its officers, agents, servants or employees or to any condition, facility or equipment in or on the Premises.

(b) Promise to indemnify, defend, and hold harmless the Borough of Yeadon, its officers, officials, agents, servants, and employees from any and all claims, damages, causes of actions, and suits whatsoever, by any person whatsoever, arising out of or in any way connected with the use, misuse or occupancy of the leased or the rented premises or the activities of the RENTER and all persons using or occupying the rented premises under the Contract or in any way connected with any negligence of the Borough of Yeadon, its officers, agents, servants or employees or to any condition, facility or equipment in or on the rented premises.

Signature of RENTER: _____ Date: _____

APPLICATION/EXECUTION

This Application is a request to enter a contract to use the Auditorium facilities located at Yeadon Borough Hall. The application will become a binding contract once approved and executed by the Manager of the Borough of Yeadon.

With intent to be legally bound hereby, the parties hereto have hereunto set their hands and seals on this date.

Signature of RENTER

Date

Signature, Yeadon Borough Manager

Date

To be completed by Events Coordinator or a representative
Fees Received

Total Amount Owed: _____

Reservation Deposit:

Date Rec'd: _____

Rec'd By: _____

\$ _____

Print: _____

Security Deposit:

Date Rec'd: _____

Rec'd By: _____

\$ _____

Print: _____

Balance:

Date Rec'd: _____

Rec'd By: _____

\$ _____

Print: _____

Total Monies Received: \$ _____