

**Sewickley Hills Borough Building  
Rental Contract/  
Information and Fees for Recreational Use  
2015**

**1. Contact information:**

**a. Mailing Address:**

Sewickley Hills Borough  
Attn: Brenda  
349 Magee Road  
Sewickley, PA 15143

**b. Phone Number:** 412.741.4891 **Fax Number:** 412.741.4892

**2. Amenities of building:**

- a. Interior amenities:** Full use of main room, hallway, restrooms, coat closet, tables, chairs, and kitchen. The kitchen includes a full size refrigerator, stove, sink, microwave, and counters. Kitchen use is limited to warming only (NO COOKING).
- b. Exterior amenities:** Use of large front porch. A parking lot is available for use, but not exclusively for the event.

**3. Capacity:** The maximum number of people for the facility is 100.

**4. Availability:**

- a.** The building is available for rental by residents, non-residents, non-profits, or businesses.
- b.** The reservation deposit and the completed Rental Contract must be received within one month of reserving the date of the event. Reservations are not confirmed until the reservation deposit check and Rental Contract are received. If the deposit check and rental contract are not received within one month of rental date, the date will no longer be held.
- c.** The building is available for weddings, wedding receptions, wedding rehearsals, parties (graduation, birthday, super bowl, retirement, business/sales, etc.) family

reunions, meetings (networking, boy scout, girl scout, business, non-profit, etc.), and other events (art show, book club, fund raisers, etc.).

- d. The borough building is not available for renters on Election Day or Primary Election Day as well as the day prior to and the day following these days.

#### 5. Hours of Operation:

- a. Friday, Saturday, Sunday or Holiday: 7:00 a.m. to 11:00 p.m. (doors lock at 11:00 p.m.)
- b. Monday through Thursday: 7:00 a.m. to 10:00 p.m. (doors lock at 10:00 p.m.)
- c. Renters **must** vacate the building by 11:00 p.m. on Fridays, Saturdays, Sunday, and Holidays and by 10:00 p.m. on all other days. All garbage must be taken out before vacating the building. All tables must be wiped and tables and chairs put away, unless told otherwise, before vacating the building.
- d. Applicable Holidays: New Year's Day, Martin Luther King Day, President's Day, Valentine's Day, Saint Patrick's Day, Easter, Memorial Day, Fourth of July, Labor Day, Columbus Day, Halloween, Veteran's Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve.

#### 6. Fees:

- a. All checks must be made payable to: **Sewickley Hills Borough**. No CASH accepted.
- b. **Hourly**: An hourly rate of \$40.00 per hour for up to four (4) hours of use. **(Monday - Thursday ONLY)**.
- c. **Daily**:
  - **Resident of Sewickley HILLS/Non-profit**: \$225.00 rental fee
  - **Non-Resident**: \$350.00 rental fee
  - **Rental rates include the Borough cleaning the floors, kitchen and bathrooms**
  - The rental fee is for eight (8) hours, including set-up time
- d. **Alcohol Permit**: (beer and wine only): \$35.00
- e. **Reservation Deposit**:
  - A **check for half of the rental price** made payable to: Sewickley Hills Borough
  - The **deposit must be received within 60 days of reserving the date of the event in order to guarantee the reservation**
  - The **Rental Contract must be completed, signed, and submitted with the reservation deposit**
- f. Damage deposit:

- A separate check for \$300.00, made payable to “Sewickley Hills Borough” and dated for the date of the event
  - The damage deposit is due a minimum of 10 days prior to the event
  - The facility will be inspected by a designated representative of the Borough after the event
  - If tables are not wiped and put away, along with chairs at designated end time for the event the entire damage deposit will be forfeited.  
**Initials:** \_\_\_\_\_
  - Failure to remove directional signage will result in forfeit of deposit.  
**Initials:** \_\_\_\_\_
  - If any damage or loss has occurred, the entire damage deposit will be forfeited. Otherwise, a refund of the entire damage deposit will be issued within one month of the event date
  - The renter assumes full financial responsibility for any damage or loss to the facility. If any damage or loss occurs, and said damage or loss exceeds the damage deposit, renter must pay for any and all costs in excess of the damage deposit.
- g. Final rental payment: The balance of the rental fee is due a minimum of 10 days prior to the event.
- h. NSF checks:
- Individuals who submit an NSF check will be contacted and requested to make prompt payment in cash.
  - A \$40.00 service fee will be charged and collected at the time of payment.
  - Failure to comply will result in loss of deposit and/or loss of reservation date.
- i. Cancellations:
- Cancellation must be made **person** who made the reservation. **Initials** \_\_\_\_\_
  - If cancellation is more than 90 days prior to the event, half of the reservation deposit will be refunded and all of the damage deposit will be refunded, if already paid
    1. If the borough is able to rent the facility for the same date and at the same rental fee, the borough will refund the total rental fee paid to the borough, less the reservation deposit fee. The damage deposit check will be returned.
    2. If the borough is not able to rent the facility for the same date and at the same rental fee, the renter forfeits the entire rental fee and no refund of the rental fee will be issued. The damage deposit check will be returned.

3. For residents only, there will be no cancellation fee if the cancellation is due to a reasonable cause (death or serious illness in the family, etc.)
- Refunds, if applicable, will be returned within one month of receipt of the cancellation notice.

## 7. Rules and Restrictions:

- a. People Attending an Event: Only those individuals authorized by the renter are permitted in the building. A minimum of one adult, age 25 years or older must be in attendance at all times.
- b. Children Attending Events: Children (under the age of 18) must be supervised by an adult at all times.
- c. Number of Guests: The renter must adhere to the maximum occupancy limits for the building (100 guests).
- d. Nature of the event activity: Sewickley Hills Borough reserves the right to limit the nature of the activity in the facility. Sewickley Hills Borough reserves the right to refuse certain types of events or activities. The activities in the facility are limited to the type of event described in the rental contract. Any activities unrelated to that event are subject to additional fees and/or eviction from the facility.
- e. Conduct of Guests: The renter is solely responsible for their guests and must conduct their event in an orderly fashion and in full compliance with any borough rules, regulations, policies, and ordinances. The borough reserves the right to expel any renter from the park/building in the event that these rules, regulations, policies, and/or ordinances are violated, and the renter forfeits all rental fees and the damage deposit. The renter may also be subject to fines and/or other liability for any such violations.
- f. Alcohol: No alcohol without a permit. Only wine and beer are allowed with the alcohol permit. Alcohol may not be served during the last hour of the event. The renter is solely responsible and assumes any and all legal liability for serving alcohol to guests in connection with the event. Alcoholic beverages consumed in any other area will subject both the renter and the violator(s) to fines and penalties as prescribed in the Sewickley Hills Borough code and/or in applicable state statutes. Renter may not charge or collect fees for service or provisions of alcohol at an event.
- g. Smoking: **No smoking inside the building, including restrooms. No smoking immediately outside the building. Please smoke in designated area. Cigarette butts must be removed after the event.** Initials: \_\_\_\_\_
- h. Music: Music must be kept at a reasonable volume (as stipulated by borough rules, regulations, policies, and/or ordinances, the police, or by a designated representative of the borough). Music must end 30 minutes prior to the end of the event.
- i. Decorations and signage: All decorations must be restricted to the tables and/or be free standing. Use of unusual decorations must be approved by the borough. Nothing may be affixed to the walls or ceiling. Candles must be enclosed. Only tape is permitted to secure tablecloths. If an event requires signage, it must be approved by a designated representative of the borough. **ALL decorations and signage must be removed immediately following the event, this includes any directional signage placed outside the building and on the corners or along any roads. (\* See Damage Deposit)**

- j. Use of untethered helium balloons is strictly prohibited. Helium balloons must be tethered and/or weighted and must not exceed a height of 6 feet from the floor. Releasing helium balloons is strictly prohibited.
- k. **Litter Provision:** Litter, including, but not limited to, the throwing of rice, confetti, artificial petals, glitter, cigarette butts, etc. is strictly prohibited. No table glitter or confetti is permitted. Failure to comply will result in forfeit of damage deposit. **Initials**\_\_\_\_\_
- l. **Rented Equipment:** Any and all rented equipment ie; tents, tables, chairs, china, table cloths, dance floors, etc. must be removed the date of the event. Tents may remain with permission from Brenda, in advance. **Initials:**\_\_\_\_\_
- m. **Kitchen Use:** The kitchen is **not** to be used for cooking (warming only). All hot containers must be shielded by use of hot pads or similar devices. Cutting of food directly on counters without the use of cutting boards is strictly prohibited. Caterers must remove all equipment the day of the event. **Initials**\_\_\_\_\_
- n. **Coolers and/or storage containers with ice must be used outside.** Water damage to floors and/or carpet will result in forfeit of damage deposit. **Initials:** \_\_\_\_\_
- o. Bonfires are strictly prohibited.
- p. Campfires and grilling allowed in designated areas only.
- q. Use of fog machines, smoke machines, and similar devices is prohibited.
- r. **Use of the balcony, Utility Room, Conference Room, Office and upstairs storage room is strictly prohibited.** **Initials:** \_\_\_\_\_
- s. Back doors of building are for emergency use only. Guests are prohibited from accessing or using the property behind the building.
- t. **Parking:** The Parking lot is shared with any and all activities that may be taking place in the Borough Park and on the Borough fields. Parking is permitted in the parking lot in designated areas only. Parking is not permitted in grassy areas, on fields, on sidewalks, or the driveway connecting Magee Road to the building's parking lot. In compliance with ADA regulations, handicapped parking is available in close proximity to the building.
- u. Deliveries: Deliveries to the Sewickley Hills Borough building will be permitted for the purposes of drop off and pick up only.
- v. Admission Fees: The renter is strictly prohibited from collecting an admission fee for any purpose.
- w. Extra Provisions: Additional chairs, tables, or other equipment must be discussed and approved in writing prior to the event by a designated representative of the borough.
- x. Photography: Sewickley Hills Borough reserves the right to photograph and/or video tape events for promotional purposes.
- y. Supervision of Event: Sewickley Hills Borough reserves the right to have a building supervisor in attendance during the event.
- z. Sewickley Hills Borough reserves the right to amend these policies and fees at any time, and renters shall be bound by the policies in effect at the time of the event.

Circle One:    Resident    Non-Resident    Sponsored

Sponsor's Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Renter' Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Number (s): Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Time of Party: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Code Choice: \_-\_-\_-\_-

**I have read the contract and agree with the terms therein:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Directions to Sewickley Hills Borough Park:**

- a. From the North - Take I-79 SOUTH to the MT NEBO ROAD exit (EXIT 68). Turn RIGHT onto BLACKBURN ROAD. Go approximately 0.4 miles. Turn RIGHT onto MAGEE ROAD. Go approximately 0.6 miles. Turn RIGHT into SEWICKLEY HILLS BOROUGH PARK.
- b. From the South - Take I-79 NORTH to the MT NEBO ROAD exit (EXIT 68). Turn RIGHT onto BLACKBURN ROAD. Go approximately 0.4 miles. Turn RIGHT onto MAGEE ROAD. Go approximately 0.6 miles. Turn RIGHT into SEWICKLEY HILLS BOROUGH PARK.
- c. From Pittsburgh - Follow I-279 NORTH for approximately 7 miles. Take the CAMP HORNE ROAD exit (EXIT 15). At the traffic light, merge RIGHT onto CAMP HORNE ROAD / GREEN BELT. Go approximately 0.3 miles. At traffic light, turn LEFT onto MT NEBO ROAD (becomes BLACKBURN ROAD). Go approximately 0.4 miles. Turn RIGHT onto MAGEE ROAD. Go approximately 0.6 miles. Turn RIGHT into SEWICKLEY HILLS BOROUGH PARK.

- d. From the Sewickley YMCA - Follow BLACKBURN ROAD approximately 3.7 miles. Make a SHARP LEFT onto MAGEE ROAD. Go approximately 0.6 miles. Turn RIGHT into SEWICKLEY HILLS BOROUGH PARK.
- e. From the East and West - Follow the best route to I-79, I-279, or BLACKBURN ROAD and follow the directions above.