

**Sewickley Hills Borough Building
Rental Contract/
Information and Fees for Recreational Use
2019 - 2020**

1. Contact information:

a. Mailing Address:

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

b. Phone Number: 412.741.4891 or 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 two weeks 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. Daily:
 - Resident of Sewickley HILLS/Non-profit: \$225.00 rental fee
 - Non-Resident: \$400.00 rental fee
 - Rental rates include the Borough cleaning the floors, kitchen and bathrooms
 - The rental fee is for use of the building from 7 a.m. to 11 p.m.
- c. Reservation Deposit:
 - A **check** for half of the rental price made payable to: Sewickley Hills Borough
 - The deposit must be received within two weeks 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
- d. 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.
- e. Final rental payment: The balance of the rental fee is due a minimum of 10 days prior to the event.
- f. 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.
- g. Cancellations:
- Cancellation must be made by the **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: Only wine and beer brought to the building by the renter are allowed to be consumed on premises. 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 alcohol consumed by guests in connection with the event. Renter may not charge or collect fees for service or providing alcohol at the 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 Sewickley Hills, 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 STRICKLY 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. **OWNER ENTRY:** Representatives of Sewickley Hills Borough reserve the right to enter the building 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.
- aa. **RELEASE OF ALL CLAIMS:** Renter shall sign the attached Release of all Claims on behalf of Renter, the organization, if any, and guests.

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: _____

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 LEFT 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.

RELEASE OF ALL CLAIMS AND INDEMNIFICATION

ON THIS _____ day of _____, in consideration of the rental of the Sewickley Hills Borough Building, I/we intending to be legally bound, do hereby, for myself, my guests, my organization, my heirs, executors and administrators, waive and release, acquit and forever discharge the Borough of Sewickley Hills, or any of their officers, agents, employees, instructors, representatives, successors, and/or assigns and any and all other persons, firms and corporations, whether herein named or referred to or not, from any and all future rights, claims, causes of action, civil or criminal claims, demands, costs, attorneys' fees, loss of service, expenses, compensation, third party actions, suits at law or equity, including suits for contribution and indemnity, of whatever nature, and all consequential damages on account of, or in any way associated with the above-mentioned rental or with arriving to and/or returning from any activity associated with the program.

Renter hereby agrees to release, defend, indemnify and hold the Borough of Sewickley Hills harmless from any against any and all claims, demands, and causes of action of every kind and character including without limitations, fines, penalties, remedial obligations, court costs and reasonable attorneys' fees, including attorneys' fees incurred in the enforcement of this indemnity, arising out of, without limitation, any physical or mental injury, illness and/or death of any one or more and/or loss of or damage to property or interests in property of any one in any manner incident to, connected with or arising out of the rental. This obligation is without regard to the cause or causes of such physical or mental injury, illness, death, or loss of or damage to property or interests in property and includes, but is not limited to, Claims resulting from any sole, gross, joint or

concurrent negligence, willful misconduct, strict liability, or other act and/or omission of any one or more members of the Borough of Sewickley Hills or the Borough of Sewickley Hills.

I/we, further state that I/we have carefully read the release and know the contents thereof, and I/we sign the same as my/our own free act.

Date: _____

Signature of Renter

GREAT ROOM INFORMATION

- The Great Room is 38 x 40 feet – capacity for up to 100 guests
- Includes use of full kitchen, covered front porch, side yard with fire pit
- You may bring your own caterer
- Handicap accessible building, rest rooms and parking
- You may access the building on the day of your rental after 5:00 a.m.
- There is no key to access the building, you will be provided with a code to open the door

AMENITIES

Approximately 25 – 6' x 2.4' tables

100 padded chairs

9 card tables

29 folding chairs

ITEMS PROVIDED

Garbage bags

Garbage cans

Toilet tissue

Paper towels

Cleaning products

including dish detergent

Broom and Dustpan

FEE SCHEDULE

\$225.00 resident of Sewickley **Hills** Borough

\$400.00 non-resident

\$300.00 Damage Deposit

PLEASE READ ENTIRELY BEFORE SETTING THE ROOM FOR YOUR EVENT !!!

Hi

Welcome to the Sewickley Hills Great Room ! I have created this check-list to make your visit less stressful.

Your code is _____ ****Hanging on the wall to the left side of the door there is a hex key to unlock the front door – To activate hold bar and turn key until the bar remains secure – please release lock upon exiting the building, and return key.

The highlighted items are the most important !!!!!

- ❖ Take ALL garbage, including bathrooms, out to the dumpster at the bottom end of parking lot
- ❖ You are to be out of the parking lot by 11 p.m. PLEASE text Brenda at 412.600.5215 when leaving
- ❖ After 11 p.m. an additional charge will be held from your security deposit
- ❖ When leaving make sure to turn off all lights and make sure all windows and all three doors are pulled shut and locked, this is a security issue and very IMPORTANT !!!
- ❖ Do not remove any framed pictures from the walls
- ❖ You may set the room up any way that you like
- ❖ You are welcome to take the card tables and folding chairs, in the front closet, to use on the front porch
- ❖ The chairs in the GREAT ROOM (black vinyl) are for indoors ONLY
- ❖ All furniture must be returned to the original place
- ❖ You are welcome to use anything in the cupboards as long as they are returned
- ❖ Garbage bags are under the sink, use as many as you need
- ❖ DO NOT TOUCH AIR CONDITIONER OR HEAT THERMOSTATS
- ❖ At the end of your party please place all the tables and chairs back in the closet as per instructions on the closet door
- ❖ Please pick up all large pieces of food and trash from the floor – **you do not need to vacuum**
- ❖ Please make sure to remove all food from refrigerator, freezer, and microwave. If you remove shelves from the refrigerator PLEASE REPLACE

PLEASE text Brenda at 412.600.5215 when leaving the building

I hope that your visit is enjoyable and please feel free to call during the day with any questions or problems.

**DUE TO THE LACK OF COOPERATION IN FOLLOWING
THE WRITTEN INSTRUCTIONS \$30.00 OF YOUR DAMAGE
DEPOSIT**

WILL BE RETAINED FOR EACH ITEM BELOW

“IF”:

- ALL DECORATIONS INCLUDING BALLOONS, STREET SIGNS, ROAD SIGNS, SIGNS POSTED ON BOROUGH PROPERTY ARE NOT REMOVED
- ALL GARBAGE FROM THE BUILDING, INCLUDING BATHROOMS ARE NOT REMOVED
- ALL DOORS AND WINDOWS ARE NOT PROPERLY SECURED AND LOCKED
- YOU DO NOT TEXT BRENDA WHEN EXITING THE BUILDING
- THE TABLES AND CHAIRS IN THE GREAT ROOM CLOSET ARE NOT REPLACED ACCORDING TO THE INSTRUCTIONS POSTED ON THE INSIDE OF THE DOOR
- ROCKING CHAIRS ARE NOT PLACED BACK IN THE GREAT ROOM
- DO NOT OPEN BACK DOOR BY MEN’S ROOM

PLEASE SIGN TO INSURE THAT YOU HAVE READ AND UNDERSTAND YOUR RESPONSIBILITIES: