



SAXONBURG PARKS AND RECREATION DEPARTMENT
420 W. Main Street
Saxonburg, PA 16056

COOPER HALL & ROEBLING PARK RENTAL AGREEMENT

Reservation Date	Start Time	End Time	Type of Event	Facilities Requested (Circle)	Approx. # of People
				Hall Park Gazebo Pavilion / Kitchen Monitors Keg Tap	
				Hall Park Gazebo Pavilion / Kitchen Monitors Keg Tap	
				Hall Park Gazebo Pavilion / Kitchen Monitors Keg Tap	

Please enter one date per line. Start Time can be no earlier than 8:00 a.m., End Time can be no later than 11:00 p.m. You must be out of the facility by 11:30 p.m. List the type of event each day (examples are setup, wedding, party, training, cleanup).

Renter or Organization Name	Additional Contact or Corporate Contact

Contact Email Address	Contact Phone Number

Mailing Address	City	State	Zip

If you are requesting Roebling Park, please tell us the date, time, and purpose for the use so we can close it to other patrons during your event.

Is your organization a registered IRS 501c? _____ EIN: _____

Rental Fees (includes Cooper Hall, Gazebo, Pavilion, Kitchen, and Restrooms)				
Number of Guests	Rental Fee (Setup Day) (a)	Rental Fee (Event Days per day) (b)	Rental Fee (Clean Up) (c)	Total Due (a+b+c)
01 – 100	\$250	\$300	\$250	
101 – 200	\$250	\$500	\$250	
201 – 300	\$250	\$700	\$250	
501c Organizations max 300 people	\$200 per day	\$200 per day	\$200 per day	
Video Screens	55" 4K video screens / \$50 per screen (max 2) per event			
Two Tap Kegerator	Holds 2 kegs (max 1 unit) / \$25 per event			
RV Parking/Connection	\$35 / RV / night (max 6 connections / max 14 days)			
Total				

Roebling Park Only Rental (includes gazebo, picnic pavilion, pavilion kitchen and restrooms)		
Number of Guests	Rental Fee	Total Due
Under 100 people	\$150 per day	

Damage/Cleaning Deposit: \$300 for Cooper Hall. \$150 for Roebling Park use only. Deposit is due with final payment as separate check. Check will be shredded if facility is cleaned to the specifications listed on a later page of this document.

Any damage over \$300 will be billed to lessee accordingly.

MAKE CHECKS PAYABLE TO: SAXONBURG BOROUGH PARKS AND RECREATION



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COOPER HALL & ROEBLING PARK RENTAL REQUIREMENTS

1. We will only hold the facility for 30 days without a signed contract and payment of ½ of the rental fee.
2. **One-half (1/2) of the rental fee is due when the reservation is made.** The fees are based on the number of guests and is **NON-REFUNDABLE IF EVENT IS CANCELLED.** If your event is being postponed, we will apply the funds to the new date if you notify us prior to 60 days before the first date. Make checks payable to: Saxonburg Borough Parks and Recreation.
3. **BALANCE IS DUE THIRTY-DAYS (30-days) PRIOR TO THE RESERVATION DATE.**
4. **At the time of payment of the rental fee balance, the cleaning/damage deposit of \$300 will be paid with a separate check made payable to: Saxonburg Borough Parks and Recreation.**
4. After use of Cooper Hall and/or Roebbling Park, the check will be shredded after it is determined all tables & chairs have been cleaned and returned to storage room, trash bags placed in dumpster, no trash/debris in Roebbling Park and surrounding areas of Cooper Hall and no damages to the facility to include damage made by vehicles not parking on the paved parking surfaces in parking lot and drive-ways.
5. **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. Saxonburg Borough does not provide coverage.
6. We encourage you to investigate event insurance. Should the facility not be rentable due to an Act of God or damages we will refund all funds received toward your event.

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



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COOPER HALL & ROEBLING PARK RENTAL POLICY

1. Reservations are only guaranteed upon receipt of the Rental Fee Deposit and the information required by this form.
2. Reservations for Cooper Hall will be granted on a first-come basis to individuals and organizations.
3. Cooper Hall will be opened and closed by a Borough Representative and inspected when the hall is closed or the following day.
4. If a renter wants the hall the day before the event for setup, or the day after for cleanup, the hours would be 8:00 am to 9:00 pm, unless other arrangements are made and approved by Saxonburg Borough.
5. Hall is opened at 8:00 am the day of event. All music and activities are to be completed by 11:00 PM.
6. Cooper Hall is to be vacated by 11:30 PM or earlier. No exceptions. At this time, the building will be locked. The cleaning/damage deposit will be forfeited if renter does not comply.
7. If personal belongings or rented items are not removed by the end of the rental period, the cleaning/damage deposit will be forfeited.
8. Only those individuals authorized by the sponsoring organization/renter shall be permitted in the building and park.
9. Nothing is to be hung on or from the walls of Cooper Hall, doors or door glass, without prior approval of Saxonburg Borough. Decorations hung from the suspended ceiling, must be hung with proper ceiling tile hangers.
10. Candles must be used in approved candle holders so that flame is not exposed. No open flames permitted. **Battery-operated votive candles are recommended and preferred.**
11. 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.
12. The tables & chairs in Cooper Hall are set in the desired arrangement by the renter. As part of the "clean-up" of Cooper Hall, tables & chairs are to be wiped down & free of debris and returned to the storage room to the original location. **Failure to comply will result in the forfeiture of the cleaning/damage deposit.**
13. The kitchen is a CATERING KITCHEN ONLY. The gas range is for warming prepared-foods ONLY!
14. 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.
15. **Alcoholic beverages must be consumed inside of Cooper Hall. No alcoholic beverages are permitted outside of the Hall.**
16. **Smoking inside Cooper Hall is prohibited.** If cigarettes are smoked outside of Cooper Hall, we request the "butts" be placed inside of the containers placed outside each door.
17. **The use of the two video screens is limited to within Cooper Hall only.**
18. Approval from Saxonburg Borough Representative 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.
19. No campfires or any other open fires are permitted in the park or surrounding areas.
20. No vehicles are permitted in the Park. Parking is only permitted on the paved parking lot. No parking is permitted in grassy areas. No parking on either side of Water Street or Rebecca Street. The parking areas are rented separately on occasion. Recreational Vehicles may occupy the parking pad areas adjacent to Cooper Hall.
21. 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.



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The person and/or organizations who are granted use of Cooper Hall under these Rules and Regulations shall agree to and do hereby agree to hold harmless the Borough of Saxonburg, their officers, employees and other representatives, for any accidents of any sort or kind as a result of any activity in Cooper Hall during the period of this particular use. The user hereby agrees to assume full responsibility for any and all accidents.

I have read and fully understand the Rental Policy regarding the use of Cooper Hall & Roebbling Park and I agree to fully abide by its content. A signature will indicate the above rules and regulations are understood and will be followed.

The undersigned lessee agrees to be entirely responsible for any and all losses, damages or other injuries to property owned by Saxonburg Borough while the undersigned lessee and/or their guests are on Borough property. Furthermore, the undersigned lessee understands that all rental fees paid to Saxonburg Borough are non-refundable and that Saxonburg Borough 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/Roebbling Park Rental Rules and agrees to abide by them.

Thank you for renting Cooper Hall and/or Roebbling Park. We hope you will consider renting from us for your future events.

Printed Name

Date

Signature

Send all signed forms to:
Saxonburg Borough Parks and Recreation Department
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SAXONBURG BOROUGH FACILITIES
HOLD HARMLESS AGREEMENT

It is hereby understood and agreed the Saxonburg Borough will make available Roebing Park, its buildings and other facilities and that I/we, the undersigned, acting on behalf of all participants, both individually and collectively hold harmless Saxonburg Borough, Saxonburg Parks and Recreation Department, its officers, employees, and volunteers, from and against all claims for injuries to our program participants or invited spectators resulting from our/their use of these facilities.

It is understood that I accept this condition in return for the use of the Roebing Park, its buildings and other facilities on the days and times made available by Saxonburg Borough.

All participants should be notified that Saxonburg Borough's liability for injuries is limited as defined under the Political Subdivision Tort Claim (330-1978) and the Recreation Use of Land and Water Act. We agree to notify the parents or guardians of all minors that they, and not Saxonburg Borough or Saxonburg Borough Parks and Recreation Department will be responsible for expenses for medical treatment resulting from participation in any program/activity for which we have requested this authorization.

In addition, persons requesting the use of the park and its buildings for **concession purposes** shall provide the Saxonburg Borough certificates of product liability insurance, insuring the Saxonburg Borough against damages arising from the sale of food products and providing defense coverage and costs including attorney's fees as well.

The undersigned hereby acknowledges receipts of copies of all current Saxonburg Borough rules and regulations concerning use of its park and all buildings and agrees to notify all participants in its activities of same, and to ensure that all participants and invited spectators abide by such rules and regulations. Failure to do so shall constitute grounds for revocation of any or all permits for usage.

Renter's Signature

Date

Send all signed forms to:
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