BOROUGH OF BENTLEYVILLE | 900 Main Street | Bentleyville, PA 15314 | (724) 239-2112

PAVILION / HALL RESERVATION FORM

DATE OF RESERVATION:

ARRIVAL TIME: **DEPARTURE TIME:**

CIRCLE VENUE RENTED:

CIVIC CENTER HALL	CIVIC CENTER PAVILION	RICHARDSON PARK LARGE PAVILION	RICHARDSON PARK SMALL PAVILION

CONTACT INFORMATION

NAME:

ADDRESS:

CELL PHONE:

PURPOSE OF EVENT: *(e.g., Reunion, Birthday Party, Wedding, Other)*

WILL THERE BE ALCOHOL AT THIS FUNCTION? Yes No

*If yes, an **Alcohol Permit Fee of $125.00** is required. Alcohol is permitted only when the renter meets all liability requirements outlined in the Terms and Conditions on the back of this form. An Alcohol Permit issued by the Borough must be posted at the venue during the event.*

PER VENUE, PER DAY RENTAL FEE

Bentleyville (Borough) Resident	Non-Bentleyville Resident
Civic Center Hall: $175.00	Civic Center Hall: $200.00
Civic Center Pavilion: $150.00	Civic Center Pavilion: $150.00
Richardson Park Large Pavilion: $100.00	Richardson Park Large Pavilion: $100.00
Richardson Park Small Pavilion: $75.00	Richardson Park Small Pavilion: $75.00

PER VENUE, PER DAY DEPOSITS

Security Deposit (Civic Center Hall, Civic Center Pavilion & Richardson Park Large Pavilion): $100.00

Security Deposit (Richardson Park Small Pavilion): $75.00

Security Deposit with Alcohol (Civic Center Hall & Civic Center Pavilion): $125.00

Electricity Fee (if applicable): $25.00

Please note: You will need to make 2 separate payments, one for the rental fee and one for the deposit.

Proof of residency required to receive Bentleyville resident rate. Cancellation of rental for any reason will result in a **$75.00** cancellation fee.

I hereby agree to the Terms and Conditions outlined on the back of this form, including those pertaining to alcoholic beverages:

Renter's Signature: **Date:**

PAYMENT METHOD

Rental Amount Paid: $ **Check #:** **Cash:**

Deposit Amount Paid: $ **Check #:** **Cash:**

TERMS AND CONDITIONS — RULES OF USE

The Borough of Bentleyville requires strict compliance with all Borough ordinances, specifically those governing **PARKS, RECREATION AND CONSERVATION LANDS**, which include, but are not limited to:

1. Park/venue hours will be **8:00 AM until dusk**, unless prior written permission or alternate times are given by Borough Council.
2. Tobacco use of any kind, i.e., cigarettes, smokeless tobacco, is strictly prohibited.
3. No admission fee or fundraising will be permitted.
4. All trash must be placed in the provided refuse containers and properly disposed of before leaving the venue.
5. No trespassing on adjoining properties.
6. All activities should be conducted with consideration of other visitors using the venue and neighboring residents.
7. Amplified sound shall not be of a magnitude that it will disturb other visitors or neighboring residents.
8. All decorations and tape must be removed from the venue(s) and picnic tables upon completion of rental.
9. If picnic tables are moved for any reason, they must be returned to their original location.
10. Vehicles are not permitted inside of Richardson Park. A vehicle may load and unload at the Civic Center Pavilion but must return to a designated parking area immediately after.
11. **Alcohol Policy**

I agree not to serve or permit the serving of alcoholic beverages to any individual under the age of 21. Any individual under the age of 21 seen consuming alcoholic beverages will be removed from the premises by the proper authorities.

I agree that I will not serve or permit the serving of alcoholic beverages to any visibly intoxicated persons.

I agree that guests who consume alcoholic beverages are to do so in a mature manner with restraint and regard for the well-being of others.

I further agree to release, indemnify, save and hold harmless the Borough of Bentleyville, its elected and appointed officials, employees and assigns from any and all liability associated with the serving of alcoholic beverages at the venue(s) I rent on the stated date(s).

Alcohol Permit issued by the Borough must be posted at the venue during the event.

DEPOSITS

Security Deposit / Alcohol Permit Deposit: Any breach of the aforementioned Rules of Use or damage to the Borough's facilities will result in an immediate forfeiture of the user's security deposit. If any damages to the facility exceed the value of the security deposit, the applicant will be responsible for any additional costs as determined by the Borough of Bentleyville.

I acknowledge and agree to these Terms and Conditions.

Accepted by: **Date:**