

North Fayette Community Center

Banquet Room / Party Room Rental Agreement

Date of Rental: _____

Hours of Rental: _____ am / pm to _____ am / pm Expected Attendance _____

Renter will be entitled to 1 hour before rental time for setup and ½ hour after for cleanup. A tentative reservation will only be held for 14 days. If all paperwork is not received within that time, the date will be released.

Name: _____

Group (if applicable): _____

Street Address: _____

City, State, Zip: _____

Home Telephone: _____ Cell: _____

Email _____

FEE SCHEDULE (per hour)

Banquet Room	Non-Resident	Resident	Member
Full Room w/kitchen	\$90.00	\$80.00	\$72.00
2/3 Room	\$75.00	\$65.00	\$58.50
1/3 Room	\$65.00	\$55.00	\$49.50
Security Deposit \$150.00			

Party Room	Non-Resident	Resident	Member
1 Room	\$45.00	\$35.00	\$31.50
Both Rooms	\$60.00	\$50.00	\$45.00
Deposit \$50			
Party Package 2 hours Deposit \$125	\$200	\$150	\$125

I, the undersigned applicant, agree to abide and enforce the rules, regulations, and policies governing this facility, as set forth by North Fayette Township. I understand that by signing this document, I accept all responsibility for any damages to premises, furniture, equipment, or grounds resulting from use of the facility. I further agree that any violation of the facility rules and regulations, which I have read, can result in immediate cancellation of the reservation and forfeiture of all fees and deposits.

Signature

Date

Printed Name

**RETURN COMPLETED AGREEMENT ALONG WITH FEE, DEPOSIT, SIGNED RULES AND REGULATIONS, ALCOHOL AGREEMENT (IF APPLICABLE), AND COPY OF RENTERS DRIVER'S LICENSE TO:
NORTH FAYETTE COMMUNITY CENTER, 580 DONALDSON ROAD, OAKDALE, PA 15071.**

North Fayette Community Center

Rules and Regulations for Banquet Room Rentals

1. Only persons 21 years or older may rent rooms at the facility.
2. Smoking is prohibited inside the facility and on the terrace.
3. No open flames are permitted in the Center other than sterno fuel burners.
4. No animals (with the exception of service animals) are permitted in the Center.
5. Confetti is not permitted in the center.
6. No masking tape, scotch tape, Command strips, hooks or pins are permitted on the walls. Nothing can be placed on the walls.
7. Nothing can be hung from the ceiling.
8. The use of alcohol is prohibited unless the group has signed the appropriate paperwork.
9. The applicant shall be responsible for all damage and destruction to or theft of Community Center property. The applicant will reimburse the Township for such damage, destruction or theft at the replacement cost of item(s). The security deposit will be applied to the amount of damage. If the amount exceeds the deposit, the Township reserves the right to bill the applicant for the balance of the cost.
10. The applicant will be given 1 hour before rental time for set up and 1/2 hour of clean up time after rental at no charge. If more than this allotted time is needed, applicant will need to buy extra hours.
11. Full rental price plus deposit are due 45 days before rental date.
12. Cancellation policy: Rental fee is refundable if cancelled more than 14 days before rental date. Security deposit is refundable if cancelled more than 30 days before rental date.
13. Video surveillance security cameras are in operation in the banquet and party rooms.

I agree to the above rules and regulations and understand that my security deposit will be used to cover any damage done to the premises. If damages exceed the amount of my security deposit, I will pay any additional fees incurred.

Signature

Printed Name

Time In: _____

Time Out: _____