

RENTAL DATE \_\_\_\_\_

Office Use: PAID IN FULL: YES \_\_\_\_\_ NO \_\_\_\_\_

# PITCAIRN PARK BUILDING APPLICATION

Borough of Pitcairn  
 609 Broadway  
 Pitcairn PA 15140  
 412-372-6500 / Fax: 412-373-1464

- **RENTAL FEE & SECURITY (DAMAGE) DEPOSIT FEE Due at Time of Reservation.**  
*(Rental Fee will be deposited at time of reservation. Security (Damage) Deposit Fee will be returned if ALL requirements are met. (Required: Two Separate Checks; if Cash/ Money Order are used, all will be deposited. Security Deposit will be returned by check, if All requirements are met.)*
- **Reservations taken 12 months in advance**

Applicant Name \_\_\_\_\_

Organization \_\_\_\_\_

Purpose of Use \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Driver's License No. \_\_\_\_\_

Office Use: Security (Damage) Deposit Fee Returned Amount: _____ Date: _____
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- Start Time \_\_\_\_\_ AM/PM - End Time \_\_\_\_\_ AM/PM
- Approximate Number Expected to Attend = Under 21 \_\_\_\_\_ Over 21 \_\_\_\_\_
- Small Game of Chance / Bingo License attached if needed: (Check One) Yes \_\_\_\_\_ No \_\_\_\_\_
- Insurance Certificate attached, if needed: (Check One) Yes \_\_\_\_\_ No \_\_\_\_\_

## Park Building Fees

	Amount	Check As Applicable	Check# / Cash	Date Paid	Accepted & Initialed by Borough Employee:
<b>Non Pitcairn Rental Fee</b> Fri, Sat, Sun, & Holidays (8 Hours)	\$300.00				
<b>Pitcairn Resident Rental Fee</b> Fri, Sat, Sun, & Holidays (8 Hours)	\$200.00				
<b>Rental Fee</b> Mon – Thurs (6 Hours)	\$125.00				
<b>Alcohol Permit Fee</b>	\$45.00				
<b>Security (Damage) Deposit Fee</b> <i>(Refundable if ALL conditions are met)</i>	\$200.00				
<b>Additional Time</b> \$50 per Hour _____	\$ _____				
<b>Funeral Rate</b> <i>(Waived if Deceased is from Pitcairn)</i>	\$50.00				
<b>Fund Raiser</b> <i>(Must be a Pitcairn Non-profit or Not for Profit Organization. Applicable 2 times per Organization, per year at the \$50 rate, after that regular price.)</i>	\$50.00				
<b>Meeting Rental</b> <i>(Must be a Pitcairn Non-profit or Not for Profit Organization)</i>	\$25.00				
<b>Cancellation Fee</b>	\$25.00				

**Total Amount Due** \_\_\_\_\_

*Sign & Date the Following Park Building Rental Agreement.*

# Park Building Rental Agreement

The Applicant and/or Organization is applying for the use of Pitcairn's Park Building Facilities, and AGREES to abide by the Rules & Regulations, found on page 5 of this application, and the Applicant and/or Organization is solely responsible for their guests and members.

The Applicant and/or Organization AGREE to leave the facility in good condition. **The Park Building must be in the same condition when you leave, as you found it. If it is NOT, your SECURITY (DAMAGE) DEPOSIT FEE will NOT be refunded.** The Applicant and/or Organization will report any damage done to the facility during their rental to the Pitcairn Borough Office at 412-372-6500, 609 Broadway, Pitcairn, PA 15140.

***ALCOHOL PERMIT MUST BE PURCHASED.*** The Applicant and/or Organization may serve Alcoholic Beverages to group members and/or guests, and may permit them to bring their own Alcoholic Beverages. Alcoholic Beverages MAY NOT be sold at the facility. The Applicant and/or Organization are responsible for the alcohol consumption of their guests and/or members, and any injuries caused by guests and/or members alcohol consumption. Any price of admission to your party or event MAY NOT include a charge for Alcohol. Alcohol is not to be served to any guest or member under the age of twenty-one (21)

The Applicant and/or Organization must call the Caretaker (Number provided in Office), or Pitcairn Police (412-856-1111) before leaving the Park Building so it can be secured.

The Applicant and/or Organization further agrees NOT to hold the Borough of Pitcairn, it's employees, Departments and/or Representatives responsible for any accident and/or injury resulting from, or in any way related to the use of this facility.

The Applicant and/or Organization AGREE that a copy has been given of the RULES and REGULATIONS for the rental of the Park Building, and that The Applicant and/or Organization understand and AGREE to abide by them. The Applicant and/or Organization further understand that any expenses to Pitcairn Borough, related to any damage of the Park Building, or any violation to the Rules and Regulations will result in a deduction or forfeit of the Security (Damage) Deposit Fee, and will subject the Applicant and/or Organization to further fines and/or penalties.

**The Applicant and/or Organization AGREE NO Person or Group shall park on the sidewalk of the Park Building. This can be used for the loading and/or unloading of food, equipment and/or persons only. The vehicle(s) MUST then Promptly be placed in a legal parking area.**

The Applicant and/or Organization AGREE that if the Applicant and/or Organization have Outside Volunteer and/or Paid Entertainment, the Applicant and/or Organization must have Insurance that has Pitcairn Borough named as the Insured. This documentation must be presented Sixty (60) days in advance of the Park Building Rental Date.

***The Applicant and/or Organization AGREE if a Police Officer is needed for this Event, the Applicant and/or Organization will be billed the hourly rate of the Police Officer.***

The INFORMATION the Applicant and/or Organization have provided is true and correct to the best of the Applicant and/or Organization's knowledge. The Applicant and/or Organization understand that this application can be revoked, and this event terminated, and all fees forfeited for falsification of information, or failure to comply with the rules and conditions set forth.

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Signature of Applicant and/or Organization

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Date

## Park Building Set up & Marquee Sign

**If this page is not filled out, you will get our basic set up.**

Tables & Chairs	How Many?
Food Serving Table	
Head Table	
Cake Table	
Coffee Table	
DJ Table	
Registration Table	

**Holds 150 people with tables . FYI - There are 8 Chairs to a Table!**

Rectangle Table(s) (There are 30)	(Total Amount)
Round Table(s) (There are 10)	(Total Amount)

***Please use diagram below to show where you want the tables.***



Main Door

Kitchen Area

**Marquee Message: PRINT** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For pictures and more information, please go to the Pitcairn Borough website, [www.pitcairnborough.us](http://www.pitcairnborough.us).

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## PITCAIRN PARK BUILDING RULES AND REGULATIONS

IF ANY RULES OR REGULATIONS ARE NOT FOLLOWED, THIS WOULD CONSTITUTE LOSS OF SECURITY (DAMAGE) DEPOSIT FEE.

- ❖ The granting of this request is hereby subject to the rules, regulations, and conditions specified by the Borough of Pitcairn and the Parks and Recreation Committee.
- ❖ The Borough of Pitcairn, its employees, Departments or Representatives are not to be held responsible for any accident and/or injury resulting from or in any way related to the use of this facility.
- ❖ The Applicant and/or Organization shall assume full responsibility for any accident and /or injury.
- ❖ The Applicant and/or Organization will rigidly enforce all the rules, ordinances, State Laws and Federal Laws for all persons attending the function.
- ❖ **ALCOHOL USE: ALCOHOL PERMIT MUST BE PURCHASED.** The Applicant and/or Organization may serve Alcoholic Beverages Free to group members and/or guests, and may permit them to bring their own Alcoholic Beverages. Alcoholic Beverages MAY NOT be sold at the facility. The Applicant and/or Organization are responsible for the alcohol consumption of their guests and/or members. Any price of admission to your party or event MAY NOT include a charge for Alcohol.
- ❖ The Applicant and/or Organization Certifies that NO ALCOHOL shall be served on the Premises to any Person UNDER the Legal Age of 21 Years Old.
- ❖ The Applicant and/or Organization shall remove ALL decorations, wipe up any spills, and remove ALL EVIDENCE OF USE, and the Applicant and/or Organization must dispose of all trash/litter in the receptacles provided for such purpose. THE PARK BUILDING MUST BE IN THE SAME CONDITION WHEN YOU LEAVE, AS YOU FOUND IT.
- ❖ NO food or beverages are permitted outside of the Park Building, however if your event participants use the porch areas the Applicant and/or Organization is responsible for the litter/trash being disposed of properly.
- ❖ NO CONFETTI or GLITTER may be used. NO TAPE, NO STAPLES or THUMB TACKS will be used on the walls. THIS WOULD CONSTITUTE LOSS OF SECURITY (DAMAGE) DEPOSIT FEE.
- ❖ As a condition upon which this permit is granted, Applicant and/or Organization must reimburse the Borough of Pitcairn the cost of any property damage sustained as a result of the activity conducted or sponsored by the applicant. The cost of repairs shall first be taken from the Security (Damage) Deposit Fee, if there is an insufficient fund to cover the cost of repairs the Applicant and/or Organization shall upon receipt of an itemized bill pay for all repairs. As used in this context, damage includes leaving the premises in a littered condition.
- ❖ **RENTAL IS FOR THE PARK BUILDING ONLY, NOT for the Ball fields or play ground area or park.**
- ❖ NO Heelies, Hover Boards, Roller Skates or Skate Boards may be used inside Park Building. NO Sport (Spiked) shoes allowed in the Park Building.
- ❖ **NO Person or Group shall park on the sidewalk of the Park Building. This can be used for the loading and/or unloading of food, equipment and/or persons ONLY. The vehicles MUST then Promptly be placed in a legal parking area.**
- ❖ Any Group/Organization using the Park Building for small games of chance must attach a copy of the Small Games Of Chance / Bingo license to the application. Must be submitted within 5 working days before your event.
- ❖ Must be a Pitcairn non-profit or not for profit organization to get the FundRaiser \$50 rate. Applicable 2 times per Organization, per year at the \$50 rate, after that regular price.).
- ❖ The Park Building is not to be used for any profit making activity for an individual. This does not include non-profit or not for profit groups or organizations.
- ❖ If the Applicant and/or Organization have Outside Volunteer and/or Paid Entertainment, the Applicant and/or Organization must have Insurance that has Pitcairn Borough named as the Insured. This documentation must be presented Sixty (60) days in advance of the Park Building Rental Date.
- ❖ Reservations will be accepted up to 18 months in advance for a private party and 12 months for group or organization.
- ❖ In the event of a cancelation, a 45 day notice in writing shall be submitted to the Borough Office. If such notice is not given the renter shall forfeit all monies for the rent of the building.
- ❖ The Security (Damage) Deposit Fee shall be returned within 10 working days after your event or cancelation.
- ❖ All persons must be vacated by 12:00 midnight.
- ❖ Any violation to the Rules and Regulations will result in a deduction or forfeit of the Security (Damage) Deposit Fee. Any refund of the Security (Damage) Deposit Fee shall be made only after an inspection by the Borough Manager, Caretaker, or a member of Borough Staff and/or a council member, and/or Parks and Recreation member.
- ❖ The Parks and Recreation Board has the right to amend or add to these rules with the approval of the Borough Council.
- ❖ The Applicant and/or Organization must call the Caretaker (Number provided in Office) or Pitcairn Police (412-856-1111) before leaving the Park Building so it can be secured.