

AUTHORIZATION REQUEST FOR USE OF GORDON BOROUGH COMMUNITY HALL

Gordon Municipal Building, Plane and Otto Streets, Gordon, PA 17936

I. APPLICATION, FEES, AND AGREEMENT

A. GENERAL INFORMATION

CONTACT NAME: _____ DATE: _____

ORGANIZATION NAME: _____ PHONE # (s): _____

ADDRESS: _____

EMAIL ADDRESS: _____

TYPE OF FUNCTION: RECEPTION / PARTY / MEETING

DATE(S) REQUESTED: _____ DAY(S) OF THE WEEK: _____

TIME OF DAY: FROM _____ AM/PM TO _____ AM/PM (This time includes arrival and departure)

NUMBER OF PEOPLE EXPECTED: _____

*Capacity 250

OTHER COMMENTS OR ARRANGEMENTS:

B. FEES

RENTAL FEE:	Up to 3 hours	Up to 6 hours*
	\$35/hr.	\$300

BARTENDER(S) FEE: \$ _____ \$75 (per bartender * (2 Minimum, per 6 hour event)

SECURITY DEPOSIT: \$ _____ \$35 (Events up to 3hrs ONLY)

TOTAL: \$ _____ (DUE IMMEDIATELY) Please make checks payable to: Citizen's Fire Co. # 1

C. AGREEMENT

I/We agree to pay, in advance, the amount of \$ _____ for the use of the Gordon Borough Community Hall and bartender fees if applicable. I/We understand (if an organization, the organization and it's members) that I/we are totally liable and responsible for: (a) any and all damages, thefts, etc. incurred to the building and/or its contents, (b) the well-being of all persons involved either directly or indirectly with the requested function, (c) returning the Gordon Borough Community Hall and any other part of the building utilized to the clean and orderly condition it was in prior to my/our rental and (d) having also read and understood the guidelines for use of the Gordon Borough Community Hall. I/We hereby agree to abide by all the rules and regulations set forth therein.

NAME OF ORGANIZATION

ORGANIZATION MEMBER: _____
(Print Name)

(Signature)

IF PRIVATE PARTY: _____
(Print Name)

(Signature)

DATE APPROVED: _____

APPROVED BY: _____

II. GUIDELINES FOR USE OF THE GORDON BOROUGH COMMUNITY HALL

A. RULES AND REGULATIONS:

1. Gordon Borough based organizations (civic or nonprofit) may use the Gordon Borough Community Hall and may be exempt from being charged to use the Gordon Borough Community Hall.
2. The Gordon Borough Community Hall may be rented for private functions such as parties, wedding receptions, banquets, etc, if approved by the Gordon Fire Company and Gordon Borough.
3. Gordon civic or nonprofit organizations must schedule at least 30 days in advance using the form prescribed by the borough.
4. All groups using the Gordon Borough Community Hall must depart, including clean-up, no later than the agreed to closure time. Guest agrees to begin its function promptly at the scheduled time and the guest, its attendees or invitees agree to vacate the designated function space the closing hour indicated. Extension of the closing hour during the event is strictly prohibited. In the event of a reservation change, the Hall Manager must be notified in advance and must approve the schedule change a week in advance.
5. Borough and Fire Company property may not be removed from the building at any time.
6. **Nails, tape, screws or any other devices which cause permanent damage to the community hall cannot be used to place decorations, signs, or banners in any part or any wall of the building.** All decorations must be removed from the hall.
7. No animals are permitted in the hall, unless needed for assistance.
8. All refuse must be placed in the proper receptacles. Please empty trash and place in dumpster. Leave recycling for the borough employee to remove.
9. Renter will return the hall, bathrooms, hallway, and exterior to the clean and orderly condition it was in prior to rental. All chairs, tables, etc., will be returned to their proper places and wiped off.
10. Renter will provide items for food storage and preparation, dishes, cups, eating utensils, tablecloths, napkins, etc.
11. Both thermostats should be set to the same temperature. Please turn both to the off position at the end of the event. Please do NOT prop the doors open for extended periods of time while the HVAC is on.
12. The Gordon Borough Community Hall schedule will be posted outside the Borough Manager's office.
13. The **renter** is required to set up and take down the tables and chairs. Please return them to their original location.
14. The Gordon Fire Company and/or the Gordon Borough, reserve the right to reject or revoke any application or amend these rules and regulations at any time.
15. All coolers and/or kegs **MUST** be kept in the walk-in refrigerator behind the bar area at all times.
16. Although alcohol beverages may be provided by renter in accordance with Pennsylvania law, renter assumes any and all liability for injury or damage to persons or property resulting from the service or provision of alcoholic beverages to any guest or attendee. If alcohol is to be offered, the renter shall arrange the payment and the delivery of the beverage to the Community Hall. Under no circumstances shall anyone other than the bartender(s) serve the alcohol that is purchased and provided by the renter. The bartender(s) reserve the right to refuse service of alcoholic beverages to any person for any reason. Alcohol will not be served after a half hour prior to the closing hour indicated on the rental application.
17. Use of tobacco products within the Gordon Borough Building is strictly prohibited.
18. If a person accidentally pulls the fire alarm, ALL expenses incurred will be billed to the renter.

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19. Renter agrees to be responsible for any damages done to the premises or any other part of the building, including the bathrooms during the time of the function. In the event that damages have occurred to the rented premises or any other part of the building, repair costs will be billed directly to the renter.

20. The Gordon Fire Company and the Borough of Gordon will not assume responsibility for damages or loss of any merchandise or articles left in the community room, bathroom, or lobby.

21. **ABSOLUTELY** no glitter, confetti, or sparkles are permitted in the Gordon Borough Community Hall.

22. Open flamed candles are not permitted in the Gordon Borough Community Hall.

B. FEES:

1. Fees as listed on the previous page should be made payable to the Gordon Borough Community Hall. All payments (deposit, rental fees, and bartender fees) must be submitted at the time the application is approved by the Gordon Fire Company and Borough of Gordon.

2. The security deposit will be returned to the renter after the function is held minus deductions for damages and/or additional cleaning services incurred during the function.

3. If a reservation is canceled for a party, reception or banquet the following shall apply:

a. for events up to three hours, cancellation is required seven days in advance to receive a full refund. If the event is cancelled within seven days and not rescheduled, the renter forfeits all rental fees.

b. for events up to six hours, cancellation is required 30 days in advance to receive a refund minus a \$100.00 cancellation fee. If the event is cancelled within 30 days and not rescheduled, the renter forfeits all rental fees including bartender fees.

4. Events shall not start earlier than 7 AM and must be completed by 1 AM. In case of receptions, banquets, or other special functions, these times may be adjusted within reason to accommodate the needs of the renter and the Gordon Fire Company, but under no circumstances shall exceed the agreed to closing hour. If the renter needs to rent the room for more than one time period, additional fees may be charged based on the availability of the room on the date the reservation is being requested.

C. PRIORITY OF MULTIPLE REQUESTS FOR USAGE:

1. Gordon Fire Company, Borough Council, Senior Citizens, official Committees of the Borough of Gordon.

2. Authorized groups and/or organizations based in the Gordon Borough.

3. Other organizations and individuals on a first come, first paid basis.

D. CAPACITY OF THE COMMUNITY ROOM:

The Gordon Community Hall can accommodate up to 250 people comfortably.

Remit Payment To:

GORDON BOROUGH/GORDON FIRE COMPANY
PLANE AND OTTO STREETS
GORDON, PA 17936

Make Check Payable To: GORDON COMMUNITY HALL

ATTENTION: Linda Gately