

TREMONT BOROUGH'S CLAY ST. BUILDING
SPECIAL EVENT PROPERTY RENTAL FORM

1. CONTACT INFORMATION

Name : _____ Type of Event : _____

Phone #: (____) _____ Email: _____ Address: _____

2. LOCATION REQUESTED :

Gymnasium TCO Community Room Other _____

3. DATE REQUESTED :

Date: ____/____/____ Time: FROM ____ AM / PM TO ____ AM / PM

** You can enter the building to set up thirty minutes before your event starts*

4. RENTAL TERMS

- a) A \$50.00 Security Fee must be paid when the event is scheduled. This Fee will be held in case any damages occur or if the Borough is left responsible for any cleaning costs due to neglect or misconduct during your event. This fee can be refunded if the property is in good condition upon our inspection. This fee will not be credited towards your rental fee balance.
- b) The Rental Fee is \$25.00 per hour, which is due on or before the day of your event.
- c) Do not let children run free in the building. The nearest bathrooms and the location specified above should be the only areas utilized by you and your party guests.
- d) All trash must be put in the provided garbage can. The bags must be tied shut and placed in the hallway.
- e) The premises must be in the same condition it was prior to your use.
- f) All personal belongings must be removed
- g) All lights must be turned off
- h) The Borough Secretary will lock the building immediately following your event.
- i) If for any circumstance you need to cancel, you must contact either the Borough Office or the Borough Secretary prior to the start of your event in order to not be charged.

5. ACCEPTANCE OF AGREEMENT

I / We agree, at our own cost and expense, to keep the Premises clean and in good order and repair and to make all necessary repairs to the interior of the Premises. I / We further agree at our own cost and expense to repair or replace all broken or damaged doors, plate glass, windows, blinds, plumbing and electrical fixtures, floors, or other non-structural portions of the Premises, damaged, broken or destroyed by reason of the negligence or willful misconduct. Notwithstanding any other condition of this Agreement with respect to repairs, replacements or maintenance, we agree that all repairs, replacements and cleaning costs necessitated by the negligence or willful acts shall be made or performed solely at our own cost and expense.

SIGNATURE OF RENTER

DATE

Please Review and Sign the Hold Harmless & Indemnity Agreement on the Back ⇨⇨

**TREMONT BOROUGH'S
HOLD HARMLESS and INDEMNITY AGREEMENT**

I / We, _____, promise to indemnify, save harmless and defend the
(Print Name)
Borough, its officials, agents, servants, and employees and each of them against and hold harmless from any and all lawsuits, claims, demands, liabilities, losses, and expenses, including court costs and reasonable attorney's fees for or on account of any injury or any damage to any property, which may arise or which may be alleged to have arisen out of the use of Tremont Borough's property (included, but not limited to the Clay Street Swimming Pool, Borough Athletic Field, Community Room and/or Gymnasium/Auditorium).

This Hold Harmless Agreement shall be in effect for the duration of the usage dates and times detailed on the frontside of this form.

SIGNATURE OF RENTER

DATE

— BOROUGH USE ONLY —

_____ Hours X \$ 25.00 = Total Rental Fee \$ _____

\$ 50.00 Security Fee paid on ___ / ___ / ___ \$ _____ Payment received on ___ / ___ / ___

Balance Paid in Full **Remaining Amount Due \$ _____** **Balance due on _____ / _____ / _____**