



THE BOROUGH OF BEAVER

Application For 2024 POOL HOUSE RESERVATION FORM

700 Buffalo Street, Beaver, PA 15009

www.beaverpa.us

Phone: 724-773-6700

Email: PoolHouseEvents@beaverpa.us

Classification: Please select one: Private Rental (Copy of Photo ID) Company/Organization/Public Event (Copy of Photo ID +Certificate of Liability)

Today's date: _____ Date requested: _____ Actual times of event: _____

Type of event: _____

Name of organization: _____

Applicant name: _____

Address: _____

Phone: _____ Alternate phone: _____

Number of people expected: _____ Email address: _____

Will you be using any outside services (catering, DJ, rentals, etc)? Yes No

If yes, please specify: _____

Please check all that apply & details:

- DJ/Band/Amplified Sound: _____
- Food/Beverage **Served** : _____
- Food/Beverage **Sold**/Food Trucks: _____
- Fundraiser/Admission/Registration Fee/Donations: _____
- Tents/Chairs: _____
- Event advertised - where: _____
- Walk/5K (Additional permit required from Police Department) _____

Rental Fee Schedule

	Monday-Thursday	Friday-Sunday
Meeting (up to 3 hours):	\$150.00	No reservations
Private Event (indoor):	\$350.00	\$450.00
*Public/Outdoor/Wedding Event:	**No reservations	\$1,500.00

An additional security deposit of \$250.00 is needed for all events, except meetings. If no damage is present and the facility is cleaned properly after the event, the Security Deposit will be returned to you within 30 days. The security deposit will be forfeited in the event there is damage to the facility or any other Beaver Borough property that exceeds the amount of the security deposit. Check payments should be made payable to the Borough of Beaver.

**Special ticketed events that are open to the public may be subject to a separate fee schedule. **Holidays that fall on a weekday may be available for reservation. Contact the Borough office for additional details.*

Cancellation Policy: A minimum notice of 30 days is required. You must call (724) 773-6700 and speak with a Beaver Borough Employee to provide notification of the cancellation. Events cancelled prior to 30 days before the scheduled event will receive a 50% refund. No refunds will be issued less than 30 days before the scheduled event.

The Borough of Beaver

Pool House Rental Rules & Regulations

- The facility rental is between the hours of 8:00 a.m. and 10:30 p.m. All events must end by 10:00 p.m., with the facility cleaned and vacated by 10:30 p.m. No music or loud noises after 10:00 p.m.
- The applicant signing the agreement must be 25 years of age or older and is responsible for all conduct of their guests, caterers, DJ's, or other independent contractors, and the condition of the building and property while it is rented to them. A copy of a photo ID with birth date must accompany this application.
- The applicant signing the agreement must be present when the facility is opened and closed. The building will only be opened once. Please call (724) 775-0880 at least 15 minutes before you are ready to leave and want the building closed. A fee of \$25.00 will be issued if the door needs opened more than once.
- Alcoholic beverages are strictly prohibited except by application and special exception by Beaver Borough management.
- All vehicles are only to be parked in designated parking areas and are restricted from parking in the grass, unless special permission is given by Beaver Borough.
- The use of tobacco, including any vape products, are not permitted on the premises.
- The applicant shall clean the rental space in its entirety following completion of the event to the satisfaction of Beaver Borough management.
- Beaver Borough will require a Certificate of Liability insurance from the applicant for all public events, naming Beaver Borough as additionally insured. General aggregate limit \$2,000,000. Each occurrence for bodily injury and property damage \$1,000,000. The certificate holder shall be named as: Borough of Beaver, 469 Third Street, Beaver, PA 15009.
- A Temporary Health Licenses may be required for a vendor serving or selling food at a public event as required by Beaver Borough Ordinance. Beaver Borough's health inspector has specific requirements that include completing the Retail Food License Application. Beaver Borough will not be responsible or liable for any food prepared or served during this event.
- Beaver Borough will be held harmless against any liability, loss, or expense relating to property damage or personal injury resulting from or occurring during the applicant's use of the facility.
- Beaver Borough reserves the right to terminate this agreement at any time before or during the event, to claim all costs of breach against the renter to prosecute, or suspend, or otherwise penalize the renter or other representatives for violation of the conditions contained herein. The renter can be subject to additional fees above the rental price or barred from future rentals for violation of these rules.
- An inspection of the premises will be made following your rental. Charges for any damages, extra clean-up or extra labor are the responsibility of the party signing the rental agreement. Below are some examples of rule and violations that could result in additional charges:
 - Do not stick, paste, tack, tie, staple, or nail anything to the light fixtures, fans, or walls of the building including interior and exterior.
 - Glitter is not permitted on the premises.
 - All items brought in for the event shall be removed from the facility by the end of the event.
 - Return all tables and chairs to the storage area.
 - Place all trash, garbage, and all other litter in garbage bags in the dumpster area provided outside.
 - Kitchen, kitchen appliances, bathroom area, and outside grounds must be cleaned and left in good condition.

I acknowledge that the information provided in this application is true and correct AND I have read and accept the Rental Rules & Regulations.

INDEMNIFICATION: I/We hereby agree to, at all times, indemnify and save harmless Beaver Borough, its agents, employees and public officials for and against all damages, judgments, legal fees, expense and claims which Beaver Borough, its agents, employees, or officials may suffer because of the use of the Beaver Borough facilities by the organization indicated on this application and their vendors. The existence of insurance shall in no way limit the scope of this indemnification. I acknowledge that I have read and accept the Beaver Borough Rental Rules & Regulations.

Sign

Date

THE BOROUGH OF BEAVER

Pool House Reservation Approval

Office Use Only

Date of Event: _____ Reservation #: _____

Event Approval: Yes No - Reason: _____

Check all that apply for approval:

Yes No

- | | | | |
|--------------------------|--------------------------|---|------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Reservation Fee Paid - Amount: _____ | Date paid: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Security Deposit Paid - Amount: _____ | Date paid: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of photo ID _____ | |
| <input type="checkbox"/> | <input type="checkbox"/> | Signed Indemnification Form/ Guidelines _____ | |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of Insurance _____ | |
| <input type="checkbox"/> | <input type="checkbox"/> | Outside Vendor Temporary Health License _____ | |
| <input type="checkbox"/> | <input type="checkbox"/> | Outside Vendor Temporary Health License _____ | |
| <input type="checkbox"/> | <input type="checkbox"/> | Police/Security _____ | |
| <input type="checkbox"/> | <input type="checkbox"/> | Porta Johns _____ | |
| <input type="checkbox"/> | <input type="checkbox"/> | 5K Walk/Run Permit from Police Dept. _____ | |
| <input type="checkbox"/> | <input type="checkbox"/> | Other _____ | |
| <input type="checkbox"/> | <input type="checkbox"/> | Other _____ | |

Special Notes/Instructions: _____

Borough signature _____

Date _____