



# THE BOROUGH OF BEAVER

Application For

## POOL HOUSE RESERVATION FORM

700 Buffalo Street, Beaver, PA 15009

[www.beaverpa.us](http://www.beaverpa.us)

Phone: 412-974-5907

[PoolHouseEvents@beaverpa.us](mailto:PoolHouseEvents@beaverpa.us)

Classification: Please select one:  Private Rental (Copy of Photo ID)  Company/Organization/Public Event/Wedding with Alcohol (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: \_\_\_\_\_

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	Contact Event Coordinator	\$1500.00

*\*Special ticketed events that are open to the public may be subject to a separate fee schedule.*

### Deposit/Balance/Damage Deposit

- Rental Deposit: \$50.00** will be due upon returning this signed rental agreement. The rental deposit will secure your date and is non-refundable, but may be used to secure a different date, pending availability. Rental Deposit and Balance can be combined into one payment upon returning this signed rental agreement.
- Balance: \$\_\_\_\_\_** will be due no later than 90 days prior to the event. If your event is scheduled less than 90 days, your rental deposit and balance is due with your signed rental agreement. Rental deposits are included in the above fee schedule. (For example: a meeting scheduled on a Tuesday – Deposit \$50, Balance \$100, Total \$150.)
- Damage Deposit: \$250.00** will be due 30 days prior to the event and shall be paid by a separate check. The damage deposit can be picked up by the rental applicant at the borough building or the check will be shredded within 3 weeks of the event as long as there is no damage to the property or excessive clean-up after a walk through by the event coordinator.

- |                              |                  |
|------------------------------|------------------|
| 1. Rental Deposit - \$50.00  | Paid Date: _____ |
| 2. Balance - \$_____         | Paid Date: _____ |
| 3. Damage Deposit - \$250.00 | Paid Date: _____ |

### Cancellation

A minimum notice of 30 days is required and must be in writing and submitted to the event coordinator at [poolhouseevents@beaverpa.us](mailto:poolhouseevents@beaverpa.us) 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.

Applicant Initial: \_\_\_\_\_ Date: \_\_\_\_\_ Event Coordinator Initial: \_\_\_\_\_

# **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.

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Sign

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Date

# Pool House

## Venue Amenities and Closing Procedure Checklist

Event Coordinator – Pam Learn – [plearn@beaverpa.us](mailto:plearn@beaverpa.us) 412-974-5907

<b>Building Capacity</b>	140 Guests
<b>Parking</b>	2 handicap and 33 regular spots located to the left of the building. 2-4 parking spots for catering located to the right of the building just outside the kitchen.
<b>Restrooms</b>	Men, women & family restrooms available. All include infant changing tables.
<b>Audio-Visual Equip</b>	4 large flat screen TV's to the right & left sides of the event space – access via HDMI, Mounted bluetooth speakers
<b>Wi-Fi</b>	Beaver Pool – No password needed
<b>Bluetooth</b>	MEDIA1 – No password needed
<b>Tables/Chairs</b>	13 Round and 8 Rectangle tables with chairs to seat 100
<b>Kitchen</b>	2 Refrigerator/freezers, 2 microwaves, warming center, sink & ample counter space, wheeled tall work table/bar (40'w x 84"l x 30"w), separate catering entrance, multiple outlets
<b>Covered Patio</b>	Ask for details

### Closing Procedure Checklist

- Tables/Chairs:** put back to their original spots
- Garbage:** empty all garbage and put in the garbage cans outside by the kitchen exit. All garbage cans must have clean bags prior to leaving.
- Cleaning:** wipe up all surfaces (tables, microwave, sink, counters, etc.)
- Refrigerator:** reminder to take out all of your items and wipe inside/outside of fridge.
- Bathroom:** take out trash and replace with clean bags.
- Remove decorations:** NO tape or adhesives on the walls, take all of your decorations with you.
- Patio:** take all of your belongings, remove trash.
- Lights:** Turn all lights off (dimmers located in the entry way on the light switches. Kitchen light has a dimmer switch near the main room).
- Personal belongings:** reminder to take them with you.
- BEFORE you leave:** 15 minutes before you leave, call the non-emergency number at **724-775-0880** The police will be dispatched to lock up the facility.

# Pool House Event Questionnaire

Event Coordinator – Pam Learn – [plearn@beaverpa.us](mailto:plearn@beaverpa.us) 412-974-5907

Date of Event: \_\_\_\_\_ Number of people expected: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Set up time: \_\_\_\_\_ Start time of event: \_\_\_\_\_ End time of event: \_\_\_\_\_

Day of contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Additional contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Please check all that apply & any details:

Indoor Only       Outdoor Only       Both Indoor/Outdoor       Indoor/Outdoor/Shaw Park

Private Event       Public Event: \_\_\_\_\_

DJ/Band/Amplified Sound: \_\_\_\_\_

Food/Beverage Served: \_\_\_\_\_

Food/Beverage **Sold/Food Trucks**: \_\_\_\_\_

Health Licenses may be needed. Please complete our *Health License* application

Alcohol: \_\_\_\_\_

Please complete our *Request to Serve Alcoholic Beverages* application

Fundraiser/Admission/Registration Fee/Donations: \_\_\_\_\_

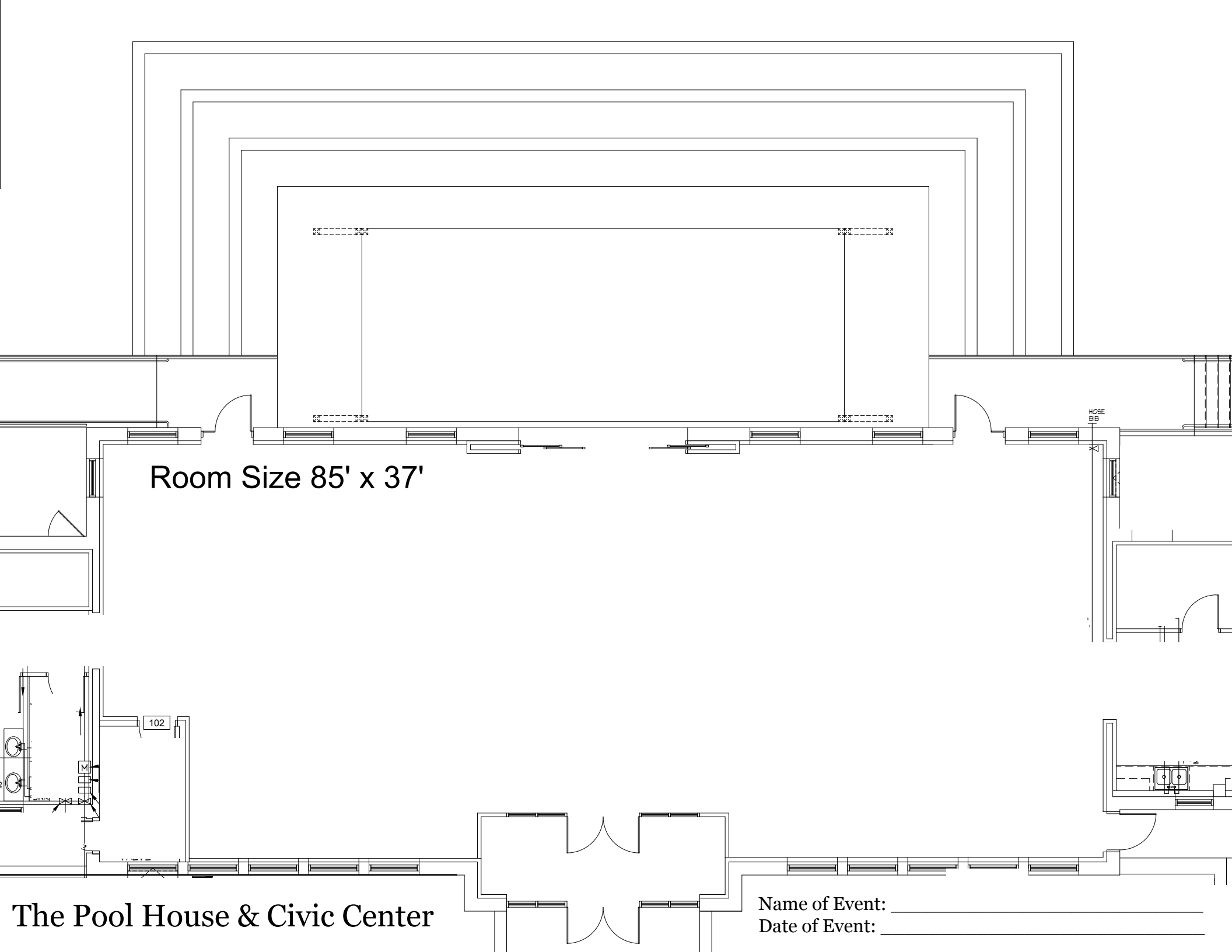
Public Events Advertised – where? \_\_\_\_\_

Coordinator (Weddings/Private/Public Event): \_\_\_\_\_

Damage Deposit  Shred       Pick up at Borough office       Mail to: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



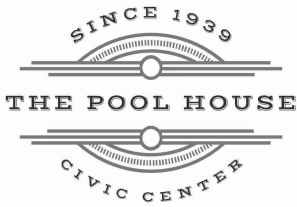
Room Size 85' x 37'

102

HOSE  
BIB

The Pool House & Civic Center

Name of Event: \_\_\_\_\_  
Date of Event: \_\_\_\_\_



# THE BOROUGH OF BEAVER

Application for:

## Request to Serve Alcoholic Beverages

700 Buffalo Street, Beaver, PA 15009

[www.beaverpa.us](http://www.beaverpa.us)

Phone: 724-773-6700

[PoolHouseEvents@beaverpa.us](mailto:PoolHouseEvents@beaverpa.us)

Today's date: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Hours of Event: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number of guests: \_\_\_\_\_ Type of alcoholic beverages: \_\_\_\_\_

- Beaver Borough assumes no responsibility for policing use of alcohol at the facility.
- The Beaver Borough Police Department will strictly enforce all Pennsylvania Liquor Control Laws. Any violation or undesirable action by your group will result in expulsion from the facility and forfeit of rent and security deposit.
- The applicant is solely responsible to obtain any appropriate licensing or approval from the Pennsylvania Liquor Control Board prior to the scheduled event.

The applicant, whose signature appears below, assumes total responsibility for those in attendance and will be present when the building is opened, closed, and during the entire event.

The above information is true and correct. I have read and will comply with the guidelines.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

\_\_\_\_\_  
Management Approval Signature

\_\_\_\_\_  
Approved Date

**Borough of Beaver  
469 third Street  
Beaver, PA 15009**

**Retail Food Establishment License Application**

1. **Licensee: Person or Business Name:** \_\_\_\_\_

Email: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Type of Business: (Circle One) Co-op, Corporation, LLC, LLP, Sole Proprietorship, Non Profit, Partnership

Address: \_\_\_\_\_

Number Street City State Zip

2. **Facility Name: Physical Location:** \_\_\_\_\_

Address: \_\_\_\_\_

Number Street City State Zip

Email: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

24 hour Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

License Plate Number if Food Truck/ Ice Cream Truck. \_\_\_\_\_ State \_\_\_\_\_

**3. Type of License: Circle One**

New Establishment*	\$200	Fee	Temporary License	\$50	Fee	Mobile Food/ Ice Cream Trk New*	\$200	Fee
Renewal**	\$150	Fee	Borough Lic Temporary	\$35	Fee	Mobile Food/ Ice Cream Trk Renew	\$150	Fee
Late Fee	\$35	Fee	Non-Profit Temporary	\$0	Fee	Farmers Market Vendor	\$0	Fee

**Temporary License**

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

4. **If Required: APPLICATIONS MUST INCLUDE A COPY OF THE FOOD HANDLER MANAGER CERTIFICATES FOR THE ESTABLISHMENT**

5. **ATTACH CHECK OR MONEY ORDER PAYABLE TO: Borough of Beaver**

**DO NOT SEND CASH!**

6. **MAIL TO: Borough of Beaver, Health Officer, 469 Third Street, Beaver, Pa. 15009.**

7. **Applicant Must Print and Sign Below: All the information provided on and with this application is correct.**

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

\* All New Establishments must complete the additional New Facility Application for a license to be processed. Processing time and issuance of a license may take up to 30 days.

\*\* A Completed License Renewal is due on or before the 5<sup>th</sup> day in which your license expires or a late fee will be added. Incomplete applications will not be accepted. Application must include all copies requested to be complete.

For questions contact the Health Officer, Patrick McGuire, 724-968-9263.