

# Community Center Rental Agreement

Date Requested: \_\_\_\_\_ Times Requested: \_\_\_\_\_ Setup Time: \_\_\_\_\_

Room(s) requested: \_\_\_\_\_ Number of People Attending: \_\_\_\_\_

THIS AGREEMENT, made and entered into this day of \_\_\_\_\_, 20\_\_\_\_,

by and between the West Hanover Township Park and Recreation Board, organized and acting under authority of the statutes of the West Hanover Board of Supervisors, hereinafter known as "Lessor" and

Contact Person: \_\_\_\_\_, hereafter referred to as "Lessee".

Type of Function: (event, meeting, class etc. ;) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_

Requesting Kitchen: Yes \_\_\_ No \_\_\_ Resident \_\_\_ Non-Resident \_\_\_

List of Amenities Requested (podium, linens, etc.): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20 \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20 \_\_\_\_\_

## **Make Check or Money Order payable to: "West Hanover Township".**

Cash, Check and credit card purchases accepted. Any check returned for insufficient funds or on which payment has been stopped will result in automatic cancellation of the Community Center Facilities Agreement and will be charged a \$35 service fee. Once the date is confirmed with staff, please submit payment, completed Community Center Facilities Agreement, Floor plan, and Waiver to:

West Hanover Parks & Recreation - 628 Walnut Avenue, Harrisburg, PA. 17112.

**PLEASE PROVIDE A SEPARATE CHECK FOR SECURITY DEPOSIT. THIS CHECK WILL BE HELD UNTIL AFTER RENTAL. HALF OF RENTAL FEE + SECURITY DEPOSIT IS DUE UPON BOOKING. BALANCE DUE 30 DAYS PRIOR TO RENTAL DATE.**

## **THIS SECTION TO BE COMPLETED BY PARKS & RECREATION STAFF**

Date Paid: \_\_\_\_\_ Rental Fee + Amenities: \_\_\_\_\_ Discount: \_\_\_\_\_ Total: \_\_\_\_\_

Security Deposit: \_\_\_\_\_ Shred / Mail Back?: \_\_\_\_\_ Total Amount Due: \_\_\_\_\_

Payment Information: \_\_\_ Cash \_\_\_ Credit Card \_\_\_ Check # \_\_\_\_\_

Payment Amount: \_\_\_\_\_ Amount Due: \_\_\_\_\_ (This amount due 30 days prior to rental)



# Community Center Rental Agreement

## West Hanover Township Parks and Recreation

1. Lessor upon payment of rental fee of \$\_\_\_\_\_, plus a security deposit of \$\_\_\_\_\_, agrees to permit Lessee to have exclusive use of the room(s) indicated on agreement.

2. Half of the total rental price plus the security deposit are due when signing rental agreement. The balance is due 30 days prior to the event. Nonpayment will result in nullification of contract and cancellation of rental. The security deposit is refundable after final inspection, provided there is no damage done to building/equipment. A check will be sent in 2-3 weeks.

Cancellations with a refund (minus \$25 administration fee) are accepted only when they are received at least 30 days in advance of rental date.

3. The Lessee is prohibited from subleasing out any part of the Community Center during their rental period.

4. The Lessor will set up the room per the provided chart prior to the rental time. The Lessee must submit a floor plan with the agreement.

5. Lessee is prohibited from moving any equipment/furniture from its original location. However, tables and chairs may be moved.

6. Balloons must be tethered to prevent interference with the smoke alarms and air circulation systems. Usage of open flame candles, taper candles, confetti, silly string and glitter can only be used with prior approval of the Parks & Recreation Director. Also, the entrance doors and windows can be decorated with prior approval.

7. West Hanover Township shall not be responsible for fire, theft, damage to personal property or personal effects brought into or stored in the leased premises by the Lessee or any of Lessee's guests, invitees, licensees or users.

8. Lessee is prohibited from bringing in his or her own tables, chairs, stage or any type of equipment without prior approval from the Director of Parks & Recreation.

9. West Hanover Township shall have the right to enter the rented premises at any and all times for the purpose of determining whether the premises are being used in accordance with the terms of this agreement.

10. No animals of any kind shall be allowed in the premises (with the exception of an individual service animal) without prior specific written permission of the West Hanover Township Director of Parks and Recreation.

11. The Lessee is responsible for cleanup of the entire facility. All tables must be covered with some type of covering. Any spills on the floors must be cleaned up immediately. **All trash must be bagged and deposited in the dumpster located behind the Community Center.**

**12.** Thermostats may only be adjusted by township staff.

**13.** Smoking is only permitted in designated outside smoking areas.

**14.** Alcohol may only be served in accordance with the 'Catering Agreement' attached and in accordance with the laws of the Commonwealth of PA. Prior approval by Director of Parks and Recreation is required.

**15.** Lessee hereby agrees to indemnify and hold the West Hanover Township, its officers and employees harmless from any and all suits, claims, causes of action and demands for damages, for loss of property, injury to persons or property arising from any cause whatsoever.

**16.** I have read and fully understand the rules for renting their facility.

**17.** I understand that any vendors (ie. Caterers, rental companies, entertainers, etc.) are approved by the Director of Parks and Recreation and that any and all vendor agreements are completed prior to event.

**18.** All events must end by 10:00 pm due to noise ordinances. Nobody may be in the building after 10:45 pm without prior approval from the Director.

**Lessee Signature:** \_\_\_\_\_

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

**Park and Recreation Staff Signature:** \_\_\_\_\_

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

## West Hanover Township Community Center Rental Fees

**Hoffman Hall** - Large banquet room with attached commercial kitchen (see fee below). All tables and chairs included and setup per your floor plan. Large screen TV available for presentations. Free wi-fi offered to your guests at no charge. This room can hold approx. 160 people.

**\$250 for 5 total hours (1 hr setup, 3 hr event, 1 hr cleanup)**

**\$500 for 9 total hours (2 hr setup, 5 hr event, 2 hr cleanup)**

**\$75 / per additional hour**

**Engine Room** – This large room is an alternative to Hoffman Hall with more of a gymnasium atmosphere. This less formal room is perfect for fitness classes, bands, dodgeball games, etc. Holds around 150 people.

**\$200 for 5 total hours (1 hr setup, 3 hr event, 1 hr cleanup)**

**\$65/add'l hr.**

**Blue Conference Room** – Conference Room that can accommodate up to 50 people in a classroom, board room or meeting room setup.

**\$150 for 5 total hours (1 hr setup, 3 hr event, 1 hr cleanup)**

**\$55/add'l hr.**

**Commercial Kitchen** – Full commercial kitchen with ovens, refrigerators, freezer, sinks and counters. A great spot for caterer staging and service.

**\$50 per day**

**Trash Removal** – Placing trash from the rental space is the responsibility of the renter. We can take care of this for you!

**\$75 per day**

**Podium** – Having a speaker at your event? Podiums available!

**\$10 per day**

**Linen Tablecloths** –We will cover your tables! White, black, navy, red, green

**\$10 ea. linen**

**Pipe & Drape Backdrop** – We set up a large backdrop along the wall for you to decorate.

**\$50 per day**

**Funeral Receptions** – We offer a special price for bereavement receptions for our township residents. The Social Hall may be reserved for up to 3 hours for a flat fee.

**\$150 / flat fee**

**Notes:** Security deposit must be submitted in the amount of \$100 for Social Hall / Engine Room, \$50 for Blue Room. Deposit will be returned or shredded after the event space has been inspected. Any event requesting alcohol service must be contracted with a previously approved vendor. All West Hanover Township residents will receive 10% off total rental.

**WEST HANOVER TOWNSHIP  
PARKS AND RECREATION**

**RELEASE AND WAIVER OF ALL CLAIMS AGREEMENT REGARDING RISK OF INJURY AND  
RELEASE AND WAIVE OF ALL CLAIMS**

I hereby apply to the Township of West Hanover to rent and use the facility, or facilities as mention in the attached agreement, for a private and/or public function during the time frame of \_\_\_\_\_ (date),  
\_\_\_\_\_ (time)

I understand that by renting this or these facilities I will expose myself and my guests to normal risks of injury or harm associated with nature, events, classes, meetings and activities.

I agree that I am responsible for my own safety.

I agree to abide by all rules and regulations in regards to the Community Center use.

I agree that I am responsible for my guest's safety to the point of producing a safe event or activity during the length of this contract.

I hereby assume all risk and responsibility of damage to the property of the Township of West Hanover as it relates to my event and my use and/or misuse; and hold the Township of West Hanover, its agents and representatives harmless for any and all suits relating to the use of Township owned facilities.

I hereby agree to protect, indemnify, save, keep, and hold harmless the Township of West Hanover, its elected and/or appointed officials, its agents, servants and employees, against and from any and all claims, causes of action or liability, loss, damage or expense, brought by me or on my behalf or by my guests or on their behalf, arising out of the use of the Township facilities and the activities conducted therein or thereon for which I have made application to the Township to use for a public and/or private function.

I agree that this Release and Waiver shall be construed and interpreted according to the law of the State of Pennsylvania. I understand and agree that this Release and Waiver shall be binding upon my heirs, assigns and any personal entity acting upon my behalf.

I have read the above items of the Release and Waiver, understand them, agree to abide by them, and hereby acknowledge that I understand this Release and Waiver.

I am at least 18 years old and may legally sign this document.

\_\_\_\_\_  
**Lessee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Park & Recreation Staff Signature**

\_\_\_\_\_  
**Date**

## REQUIREMENTS FOR SECURITY DEPOSIT REFUND

1.  Make sure lights and fans are turned off in all rooms that your group reserved & restrooms before exiting Community Center.
2.  **Make sure all trash is bagged, tied up and placed in dumpster behind building. (unless trash removal fee has been paid)**
3.  All tables must be covered during event, no dirty tables!
4.  Clean up all spills.
5.  Remove all decorations
6.  Make sure water is turned off in restrooms & kitchen.
7.  All Kitchen counters must be washed off.
8.  If using the microwave, make sure the inside is clean before you leave.
9.  Please report all damages to Park and Recreation staff.
10.  Make sure the building is back the way you found it.

