

MUNICIPAL COMPLEX ROOM RENTAL PERMIT INFORMATION

Thank you for your interest in using the Lansdale Municipal Complex for your business/professional event. Please be advised of the following information:

GENERAL INFORMATION

1. Lansdale Borough shall, in its sole discretion, approve or deny use applications. A minimum of thirty (30) days advanced notice required. The Borough will not accept reoccurring meetings/events.
2. The sale of services or products is not a permissible use.
3. Please contact the Borough Manager's office prior to filling out the permit to check availability of your date(s).
4. The attached permit must be completed, signed and returned with the rental fee, security deposit, certificate of insurance for professional organizations listing the Borough of Lansdale as additional insured in the amount of for an amount not less than \$1,000,000 and any other applicable documentation.
5. Reservations are on a first come, first serve basis. Reservations are only held by receiving full payment. Borough meetings/functions take precedence.
6. Room capacity varies depending upon the event. Please contact the Borough Manager's office for details.
7. Reservations will be accepted from adults (21 years of age and older). The permit holder must be present during the event.
8. During business hours parking can be accommodated for up to ten cars in the parking lot. All other vehicles will need to park off-site. If the event takes place after business hours the parking lot can be fully utilized by the organization.
9. Food and beverage must be contained to the servery area.

CANCELLATIONS AND REFUNDS:

1. For cancellation of any reason whatsoever the following shall apply. A refund of 75% of the rental fee shall be authorized for any cancellation received by the Borough, not less than ten (10) working days prior to the rental date. Cancellations less than ten (10) business days prior to rental date will result in the entire rental fee being forfeited. In both cases, the security deposit will be returned in full.

CONTACT:

1. Permits, forms and any other documents relating to your event may be mailed to the Borough Manager's Office at One Vine Street, Lansdale PA 19446. If you have any questions please feel free to contact the department during office hours at 215-361-8313 or via email at smaile@lansdale.org.

FEES AND PAYMENT:

1. Payment (rental fee & security deposit) along with the completed use permit is due at the time a reservation is made.
2. Rooms may be rented between the hours of 8:00am and 10:00pm.

3. The amount of the security deposit will be twice the cost of the rental fee. Renters who abuse the facility rental rules and regulations, or the facility itself, may be subject to forfeit the full amount of the security deposit. Security deposits will be returned (if not withheld) within two weeks after your event. Deposits will be available for pick up if desired.
4. All checks should be made payable to BOROUGH OF LANSDALE.

SCHEDULE

User Groups:	Up to 2 hours	2 to 4 hours	Full day rental
Civic/Non-profit/business/government	\$200.00	\$300.00	\$500.00
AV Technology Fee	\$50	N/A	N/A

Examples of acceptable uses:

Trainings, lectures, seminars, professional meetings, or other similar activities.

**Municipal Complex Room Rental
One Vine Street, Lansdale
Use Permit**

Please use the following process to allow for quick and accurate reservation request:

1. Fully complete this form and Liability Waiver and Release. Failure to fully complete the permit may delay your request.
2. Once complete, mail the forms along with your fee and security deposit.
3. When your permit is approved you will receive a signed copy of this form and approval letter.

Completed forms can be mailed to:
Borough Manager's Office, One Vine Street, Lansdale PA 19446

EVENT INFORMATION – <i>all correspondence will be sent to this user.</i>	
APPLICATION DATE:	RENTAL DATE:
PURPOSE OF USE:	RENTAL TIME: TO
ESTIMATED # OF GUESTS:	ESTIMATED # OF VEHICLES:
NAME: (permit holder)	ORGANIZATION:
ADDRESS:	
PHONE:	EMAIL:
Do you wish to pick up your security deposit or have it mailed? <input type="checkbox"/> Mail <input type="checkbox"/> Pick up	

SIGN AND DATE AGREEMENT

I understand that I am responsible for leaving the facility in the same condition as upon my arrival and that my security deposit will not be returned if the facility is damaged or requires unreasonable clean-up. I certify that I have read and understand the terms outlined in the Municipal Complex Room Rental Permit Information. As the permit holder, I understand that I must be on site for the entire time the facility is rented. I also understand that this agreement of understanding and the Liability Waiver and Release must be signed or this permit is void.

USER SIGNATURE: _____ DATE: _____

****BOROUGH USE ONLY****

AUTHORIZED BY: _____ DATE: _____

Rental Fee: \$ _____ Check # _____

Security Deposit \$ _____ Check # _____ Deposit Returned: _____

LIABILITY WAIVER AND RELEASE

The undersigned, individually, and on behalf of _____(group name) hereby release, agree, for myself, my heirs, executors, administrators, and assigns, forever remise, release, and discharge Lansdale Borough, its directors, officers, members, agents, supervisors, and any other Borough representatives relating to any and all activities, their heirs, executors, administrators and assigns from any and all actions, causes of all actions, suits, debts, accounts, controversies, damages, claims and demands whatsoever, which I or my legal representative may have or acquire against Lansdale Borough or its directors, officers, members, agents, supervisors and any other representative related to the program, by reason of any loss resulting from personal injury or property damage, which may occur during, in connection with or by reason of my use and attendance on any portion of a Lansdale Borough facility.

I agree that Lansdale Borough shall have the right, at its discretion, to enforce rules of conduct and/or terminate my participation and/or use of the facilities for failure to act in conformance thereof, or for actions or conduct detrimental to or incompatible with the welfare, comfort, harmony or interest of the group or facility as a whole.

I hereby grant Lansdale Borough and any of the directors, supervisors, officers, members, agents and other representatives full authority to take whatever action, in their discretion, is determined to be necessary regarding my health, safety and welfare and that of the public, and I fully release Lansdale Borough and any of the directors, supervisors, officers, members, agents and other representatives from any liability for such actions, as set forth herein.

I UNDERSTAND THAT:

- User is solely responsible for the set-up and clean-up for the facility. Set-up and clean-up time is included in the reservation time.
- **TRASH IN – TRASH OUT**
Renter is responsible for removal of trash and debris from the site including all food and paper products if applicable.
- User is solely responsible for providing paper products, plastic ware, utensils and other supplies needed for the event.
- Live music is not permitted.
- User shall not be permitted to nail, tack, screw, staple, tape or otherwise physically attach materials to any part of the facility.
- Alcoholic beverages are not permitted.
- Smoking is not permitted in the building and only at designated areas outside the building.
- User agrees to leave the facility in as good or better condition than which existed prior to usage.
- Food and beverage are restricted to the servery area.

SIGNATURE OF USER: _____ DATE: _____