

# BOROUGH OF DRAVOSBURG

226 MAPLE AVENUE  
DRAVOSBURG, PENNSYLVANIA 15034  
412-466-5200 • FAX: 412-466-6027  
EMAIL: dravoadmin@comcast.net  
WEBSITE: www.dravosburg.org

## HALL RENTAL AGREEMENT

I/We are agreeing to rent the Community Hall located downstairs of the Municipal Building on

\_\_\_\_\_ between the hours of \_\_\_\_\_.

We are renting the hall for the function of \_\_\_\_\_.

The cost is \$150 with **TWO SEPARATE CHECKS**; one in the amount of \$125 for the rental and one in the amount of \$25 for a deposit. Your deposit will be returned if the key is returned and the hall is in the same condition as received and cleaned up according to the list below. There is to be **NO TAPE** placed on any of the walls.

### HALL CLEAN UP INCLUDES:

- 1) Tables and chairs wiped.
- 2) Floor swept including the kitchen. There is a broom, bucket & mop provided in the utility room.
- 3) Kitchen counters and all appliances wiped down and cleaned. Take everything with you and do not leave anything in the refrigerator.
- 4) Garbage is to be placed in the Waste Management bin located behind the Borough Building. There is a small key on the key ring for this bin. If there is not enough room in the bin for your garbage, place the remaining on top of the bin.

You are required to complete this agreement, pay the deposit and provide proof of residency when reserving the room. The rental fee must be paid two weeks prior to your event. If you need to cancel your rental agreement in case of an emergency, you are required to contact our office and we will return your deposit.

\_\_\_\_\_  
Printed Name of Renter

\_\_\_\_\_  
Phone #:

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date Signed

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DEPOSIT CASH/CHECK# \_\_\_\_\_

RENTAL CASH/CK# \_\_\_\_\_

DATE DEPOSIT RETURNED \_\_\_\_\_

SIGNATURE: \_\_\_\_\_