



# TOWNSHIP OF BALDWIN

10 Community Park Drive  
 Pittsburgh, PA 15234  
 Ph 412-341-9597 – Fax 412-341-1976

## COMMUNITY ROOM/HALL RENTAL

NAME:	PHONE:
ADDRESS:	ZIP:
EMAIL ADDRESS:	DATE RESERVED:

### RENTAL FEES

\*All fees are to be paid by cash or check (made payable to Baldwin Township).

**\$50.00 NON-REFUNDABLE DEPOSIT REQUIRED WITHIN 2 WEEKS TO CONFIRM DATE**

**\$150.00 SECURITY DEPOSIT (SEPARATE FROM RENTAL FEE)**

Rental fee is to be PAID IN FULL no later than ONE WEEK prior to rental date.

RESIDENT RATE:	NO ALCOHOL - \$200.00	ALCOHOL - \$250.00 (ALCOHOL PERMIT NEEDED)
NON-RESIDENT RATE:	NO ALCOHOL - \$250.00	ALCOHOL - \$275.00 (ALCOHOL PERMIT NEEDED)
ALCOHOL PERMIT:	YES	NO
PAYMENT RECEIVED:	CHECK	CASH
SECURITY DEPOSIT RECEIVED:	CHECK	CASH

## **AGREEMENT**

- By accepting this agreement, the Renter agrees to be held responsible for any damage done to the rooms, building or Township property utilized in the rental facility.
- No Alcoholic beverages are permitted without a fully executed Alcohol Agreement.
- All individuals/groups are to vacate the building by 12:00 AM (midnight). All trash/garbage is to be neatly bundled and placed in the TRASH receptacle located in the parking lot (**NOT the recycling dumpsters**).
- Renters are able to utilize the Township's table and chairs upon request, at no extra charge. Please notify the Township of the number of tables and chairs requested, no later than ONE WEEK prior to rental date. **DO NOT** drag tables and chairs across the floor. This will cause damage to the floor. Decorations may be hung on the walls with painter's tape or scotch tape **ONLY**.
- Maximum occupancy is 75 people.
- Failure to comply with the provisions within this agreement will result in the forfeiture of the security deposit. In addition, damages of more than \$150.00 will be assessed and billed to the renter.

**If you need immediate access to the hall, please call 412-489-2121.**

**THE ROOM SHOULD BE RETURNED TO THE CONDITION IT WAS FOUND!**

**ANY EXCESSIVE MESS LEFT BEHIND WILL RESULT IN FORFETURE OF SECURITY DEPOSIT!**

**NO STAPLES, NAILS, GLITTER, OR CONFETTI OF ANY KIND PERMITTED!**

Renter Signature: \_\_\_\_\_

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

Approved by: \_\_\_\_\_

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