

Sample

EAST LANSDOWNE BOROUGH HALL
155 LEXINGTON AVENUE
EAST LANSDOWNE, PA 19050
610-623-7131



This AGREEMENT MADE ON THE _____ day of _____, 20__ between the BOROUGH OF EAST LANSDOWNE, hereinafter called the LESSOR, and _____ of _____ [Street address] _____ [City, Town, & Zip Code]

hereinafter called the LESSEE. IT IS HEREBY AGREED THAT THE Lessee pay the sum of \$ _____ Dollars to the Lessor to lease unto the Lessee, the Community Center in Borough Hall, located at 155 Lexington Avenue, East Lansdowne, PA on the _____ day of _____, 20__, between the hours of _____ M. and _____ M. for a (4 hour rental) to be used for the purpose of a _____ with _____ number of people. [Maximum being 120] in attendance, subject to the following conditions:

1. A deposit of \$150.00 is required by the Lessee to reserve the Community Center for the use by Lessee on the above stated date, and shall be paid upon receipt of the Agreement to the Lessor. Lessee shall sign this Agreement, return it along with the Deposit. This deposit shall be held by the Lessor to secure the return of the property, which is the subject of this lease to the Lessor in good condition. The deposit shall be refunded to the Lessee approximately 30 days after the event is over and that the hall has been left in good condition.
2. Lessee shall pay for all damage to the leased premises and equipment on the premises.
3. The deposit shall be applied against any damage, both inside and outside, including equipment. The Lessee shall also be responsible for children playing outside who may deface Borough property or ruin planted flowers. If damage exceeds the amount of deposit, Lessee shall pay the balance of damage to Lessor within thirty (30) days from the end of the term above stated.
4. *DEPOSIT IS NON-REFUNDABLE IN THE EVENT OF A CANCELLATION.*
5. Lessee shall be responsible for the protection of his/her employees and guests and shall be responsible for the protection of the personal property of his/her employees and guests. Any Alcohol served shall be the responsibility of the Lessee.
6. No equipment shall be removed from the premises.
7. Lessee must vacate the premises within 30 minutes after the party/event has ended.
8. If event on leased premises continues beyond the contracted hour, the Lessor will charge the Lessee an additional \$100.00 for the extra hour, and the \$150.00 deposit held by the Lessor will not be refunded. No event will exceed 12:00 midnight on Friday and Saturday. Sunday no event will exceed 7:00 PM.
9. Lessee shall at all times maintain peace and good order and shall commit no nuisance within or outside of the premises.
10. RENTAL MUST BE PAID IN FULL THIRTY (30) DAYS PRIOR TO RENTAL DATE. If full payment is not received within the 30 days prior to the event, an administrative fee of \$50.00 will be applied to the balance of the rental for late payment. If full payment is not received within one week prior to the scheduled event, the Lessee will forfeit the rental of the hall and security deposit of \$150.00.
11. Lessee is not permitted to use party confetti, or glitter in the hall or your deposit will not be refunded. No decorations are to be tacked or taped to walls, floors and doors. All decorations are to be removed. In the event that a Party Planner or Coordinator is hired, they cannot under any circumstances make changes in the hall, the Lessee will be held responsible.
12. Lessee may not rearrange tables or chairs or your \$150.00 deposit will not be refunded.
13. Upon entrance to the Hall, \$100.00 in Cash is payable to the custodian for services and clean-up.
14. Please indicate by your initials that you have read and understand conditions No. 10, 11, 12, and 13 in their entirety: Initials _____.

DEPOSIT RECEIVED: _____ BY: _____ LESSOR

RENTAL RECEIVED: _____ _____ LESSEE

DEPOSIT RETURNED: _____ _____ LESSEE'S TELEPHONE NUMBER

_____ LESSEE'S EMAIL ADDRESS