



MUNICIPAL BUILDING
155 LEXINGTON AVENUE
EAST LANSDOWNE, PA 19050
(610) 623-7131

BOROUGH OF EAST LANSDOWNE

Delaware County, Pennsylvania

ADDENDUM TO BOROUGH HALL RENTAL AGREEMENT

As a reminder, your payment of **\$100.00 cash** for the custodian is paid directly to the custodian on the day of your event. This fee is independent of the Borough's rental fee and compensates the custodian for the following services.

1. Unlocking and locking the building before and after an event
2. General sweeping and mopping the hall before and after an event. Any spills or large messes must be cleaned up by the party renting the hall
3. Disinfecting tables and chairs before and after an event
4. Disinfecting restrooms before and after an event
5. Removal of bulk trash before and after an event
6. Setting up tables and chairs before and after an event

Additionally:

1. **The TV in the hall is for official borough business along with the public address system and thus not part of the hall rental.**
2. **The refrigeration unit/beer meister in the bar is for storing adult beverages and not for keg service.**
3. **The person renting the hall MUST BE the person to meet the custodian on the day of the event to gain entrance to the building and go over final instructions.**
4. **Failure to meet the custodian at the agreed upon time will incur a late fee of \$25.00 to be deducted from your security deposit.**

You acknowledge that you understand the rules regarding use of the hall and that violation of said rules (including any other damages to the hall, such as using glitter or confetti), will result in a forfeiture of your security deposit. You can contact the custodian directly at 610-908-2323.

Signature: _____

Date: _____