

# **Borough of East Lansdowne**

## **Hall Rental Information**

155 Lexington Avenue  
East Lansdowne, PA 19050  
610-623-7131

**FEES:** There are three (3) fees to rent the hall: a Security deposit, a Rental fee, and a Custodian fee. The Security deposit is refunded provided there is no damage done to the property; however, it is forfeited in the event of a cancellation or damage to the hall.

The Custodian will be paid \$125.00 in CASH the day of the event before you will be granted access to the building. The Custodian arranges the tables and chairs as well as taking care of the after-party clean-up. Custodian responsibilities are explained in the addendum. Please contact Borough office to schedule set up times.

Security Deposit: .....\$ 250.00  
(Security Deposit refunds are mailed approximately 2-4 weeks after event)

Custodian Fee: .....\$ 125.00

Friday, Saturday and Sunday Rental Fee: .....\$ 600.00

Monday - Thursday Rental Fee: .....\$ 500.00

Friday and Saturday hall rentals are four hours and **MUST BE OVER BY 11:00 P.M.** If additional hours are needed, \$100.00 per additional hour is added on the front of the rental. **YOU WILL HAVE NO MORE THAN 30 MINUTES** clean up time after your scheduled rental time is up before vacating the premises or risk forfeit of deposit.

Sunday hall rentals are four hours and **MUST BE OVER BY 9:00 P.M.** If additional hours are needed, \$100.00 per additional hour is added on the front of the rental. **YOU WILL HAVE NO MORE THAN 30 MINUTES** clean up time after your scheduled rental time is up before vacating the premises or risk forfeit of deposit.

Monday through Thursday hall rentals are four hours and **MUST BE OVER BY 9:00 P.M.** If additional hours are needed, \$100.00 per additional hour is added on the front of the rental. **YOU WILL HAVE NO MORE THAN 30 MINUTES** clean up time after your scheduled rental time is up before vacating the premises or risk forfeit of deposit.

The rental fee must be paid in full 60 days in advance of the event or lessee will incur a \$50.00 late fee. If full payment is not received within one week after the due date, the Lessee will forfeit the rental of the hall and security deposit of \$250.00.

(DEPOSIT IS NON-REFUNDABLE AND NON-TRANSFERABLE IN THE EVENT OF A CANCELLATION)

The hall's capacity is 120 people. However, this being the absolute maximum, as it would get crowded. It is recommended per [the Fire Marshal's Code] to have 120 people or less.

The hall tables are 72 inches round and seats 8 to 10 people. You must supply your own bartender. Lessees will have full use of the kitchen to re-heat their food, which includes oven, stovetop, microwave, warming box and refrigerator [you are not allowed to cook per the Fire Marshal]. Lessees are responsible for their own beverages and food. The hall is also handicap accessible and has a handicap restroom.

**Please refer to your contract for other pertinent information. If you have any questions don't hesitate to call the office at 610-623-7131 Monday thru Friday, 9 A.M. to 6 P.M.**

Revised: 12/13/2023.



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 \$125.00 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 refrigeration unit/beer meister in the bar area is for storing adult beverages and not for keg service.
2. The person renting the hall or their representative 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.
3. 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.
4. Your event will be setup to your specifications prior to your event. Minor changes can be made the day of the event. Should the custodian be required to make substantial changes i.e. (Moving or rearranging two or more tables a \$25.00 adjustable fee will be incurred.).

*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.*

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

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

This AGREEMENT MADE ON THE \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between the BOROUGH  
OF EAST LANSDOWNE, hereinafter called the LESSOR, and \_\_\_\_\_  
of \_\_\_\_\_ (Print name)  
\_\_\_\_\_ (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 **\$250.00** 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. No equipment shall be removed from the premises. **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 AND NON-TRANSFERABLE IN THE EVENT OF A CANCELLATION.\***  
**Events cancelled within 30 days of event shall forfeit 1/2 hall fee plus deposit.**
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. Lessee must vacate the premises **within 30 minutes** after the party/event has ended.
7. 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 **\$250.00 deposit** held by the Lessor **will not** be refunded. **No event will exceed 11:00 PM on Friday and Saturday. Sunday-Thursday no event will exceed 9:00 PM.**
8. Lessee shall at all times maintain peace and good order and shall commit no nuisance within or outside of the Premises.
9. **RENTAL MUST BE PAID IN FULL SIXTY (60) DAYS PRIOR TO RENTAL DATE. If full payment is not received within the 60 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 after the due date, the Lessee will forfeit the rental of the hall and security deposit of \$250.00.**
10. 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.**
11. Lessee may not rearrange tables or chairs without approval from custodian or your **\$250.00 deposit will not** be refunded.
12. **Upon entrance to the Hall, \$125.00 in Cash is payable to the custodian for services and clean-up.**
13. **Please indicate by your initials that you have read and understand conditions No. 9,10,11, and 12 in their entirety:**  
**Initials ( \_\_\_\_\_ ): \_\_\_\_\_**

DEPOSIT RECEIVED: \_\_\_\_\_ BY: \_\_\_\_\_  
LESSOR

RENTAL RECEIVED: \_\_\_\_\_ LESSEE SIGNATURE

LESSEE'S TELEPHONE NUMBER

LESSEE'S EMAIL ADDRESS

Revised 12/14/2024



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## BOROUGH OF EAST LANSDOWNE

Delaware County, Pennsylvania

### EAST LANSDOWNE BOROUGH COMMUNITY CENTER CUSTODIAN FEE RECEIPT

THIS RECEIPT ACKNOWLEDGES THAT THE CUSTODIAN FEE HAS BEEN PAID IN FULL AND THE WALK THROUGH WITH LESSEE HAS BEEN COMPLETED. ALL TOILETS ARE OPERATIONAL AND THE HALL IS IN ACCEPTABLE CONDITION AT THIS TIME.

DATE: \_\_\_\_\_

PAID: \$ \_\_\_\_\_

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

TIME IN: \_\_\_\_\_

TIME OUT: \_\_\_\_\_

**\*\* USE OF PYROTECNICS, SMOKE AND/OR FOG MACHINES ARE STRICKLY PROHIBITED\*\***