



SAXONBURG HISTORICAL & RESTORATION COMMISSION

P.O. Box 150

Saxonburg, PA 16056

COOPER HALL & ROEBLING PARK RENTAL AGREEMENT

Reservation Date of Event _____

Hours of Event: _____ to _____ Number of Guests: _____

Need Additional Day for Set-Up? Circle One: Yes No Hours: _____ to _____

Need Follow-Up Morning for Clean-Up? Circle One: Yes No Hours: _____ to _____

Organization/Renter's Name _____

Is your organization a registered IRS 501c? _____ EIN: _____

Contact Person _____

Street Address _____

City/State/Zip _____

Contact Phone: _____ Email: _____

Type of Event (Wedding Reception, Reunion, Meeting, etc.) _____

Will the wedding take place in Roebing Park? Circle One: Yes No

Are you going to use Roebing Park for your wedding rehearsal? Circle One: Yes No

Are you renting Roebing Park only (includes gazebo, pavilion and restrooms)? Circle One: Yes No

Cooper Hall Rental (includes gazebo, pavilion and kitchen and restrooms)			
Number of Guests	Rental Fee (event or first day for setup)	Rental Fee (second day/event)	Rental Fee (next morning clean-up)
01 – 50	\$150	\$250	\$150
51 – 100	\$200	\$300	\$200
101 – 150	\$250	\$350	\$200
151 – 200	\$400	\$500	\$200
201 – 300	\$600	\$700	\$200

Rental Policy for IRS Registered 501c Non-Profit Organizations

01-300	\$150	\$150	\$150
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❖ Available to rent for use in Cooper Hall only are two 55" 4K video screens at \$50 per screen. ❖

Circle if renting one or two screens for your event and add fee to rental total.

Roebing Park Only Rental (includes gazebo, picnic pavilion, pavilion kitchen and restrooms)	
Number of Guests	Rental Fee
Under 100 people	\$150

Total Rental Fee of Cooper Hall or Roebing Park \$ _____

Damage/Cleaning Deposit: \$300 for Cooper Hall. \$150 for Roebing Park use only. Deposit is due with final payment as separate check. Check will be returned if facility is cleaned to the specifications listed on a later page of this document.

Any damage over \$300 will be billed to lessee accordingly.

MAKE CHECKS PAYABLE TO: SHRC Send all materials to: SHRC, P.O. Box 150, Saxonburg, PA 16056



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COOPER HALL & ROEBLING PARK
RENTAL

1. **One-half (1/2) of the rental fee is due when the reservation is made.** The fees are based on the number of guests and is **NON-REFUNDABLE IF EVENT IS CANCELLED.** Make checks payable to: SHRC
2. **BALANCE IS DUE THIRTY-DAYS (30-days) PRIOR TO THE RESERVATION DATE.**
3. **At the time of payment of the rental fee balance, the cleaning/damage deposit of \$300 will be paid with a separate check made payable to: SHRC.**
4. After use of Cooper Hall and/or Roebing Park, the check will be returned after it is determined all tables & chairs have been cleaned and returned to storage room, trash bags placed in dumpster, no trash/debris in Roebing Park and surrounding areas of Cooper Hall and no damages to the facility to include damage made by vehicles not parking on the paved parking surfaces in parking lot and drive-ways.
5. **Event Liability Insurance naming Saxonburg Borough as additional insured is required by ALL RENTERS.** Event Liability Insurance must cover bodily injury, property damage and alcoholic beverage liability at the minimum of \$1,000,000.00. Please see your insurance company for more information and pricing. SHRC does not provide coverage.

****If Certificate of Insurance is not presented 30 days prior to rental date, all monies will be forfeited and rental cancelled****



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1. Reservations are only guaranteed upon receipt of the Rental Fee Deposit and the information required by this form.
2. Reservations for Cooper Hall will be granted on a first-come basis to individuals and organizations.
3. Cooper Hall will be opened and closed by a member of SHRC and inspected when the hall is closed or the following day.
4. If a renter wants the hall the day before the event for setup, the hours would be 8:00 am to 9:00 pm, unless other arrangements are made and approved by SHRC.
5. Hall is opened at 8:00 am the day of event. All music and activities are to be completed by 11:00 PM.
6. Cooper Hall is to be vacated by 11:30 PM or earlier. No exceptions. At this time, the building will be locked. The cleaning/damage deposit will be forfeited if renter does not comply.
7. If personal belongings or rented items are not removed by 12:00 Noon the day following the event, the cleaning/damage deposit will be forfeited.
8. Only those individuals authorized by the sponsoring organization/renter shall be permitted in the building and park.
9. Nothing is to be hung on or from the walls of Cooper Hall, doors or door glass, without prior approval of SHRC. Decorations hung from the suspended ceiling, must be hung with proper ceiling tile hangers.
10. Candles must be used in approved candle holders so that flame is not exposed. No open flames permitted. **Battery-operated votive candles are recommended and preferred.**
11. Opening any garage doors in Cooper Hall will not be permitted for any reason. Doors are to remain closed before, during and after the event.
12. The tables & chairs in Cooper Hall are set in the desired arrangement by the renter. As part of the "clean-up" of Cooper Hall, tables & chairs are to be wiped down & free of debris and returned to the storage room to the original location. **Failure to comply will result in the forfeiture of the cleaning/damage deposit.**
13. The kitchen is a CATERING KITCHEN ONLY. The gas range is for warming prepared-foods ONLY!
14. Please handle the beer tap system with care. If storing canned/bottled beverages in ice-filled coolers or tubs, please do not allow water to leak onto floor.
15. **Alcoholic beverages must be consumed inside of Cooper Hall. No alcoholic beverages are permitted outside of the Hall.**
16. **Smoking inside Cooper Hall is prohibited.** If cigarettes are smoked outside of Cooper Hall, we request the "butts" be placed inside of the containers placed outside each door.
17. **The use of the two video screens is limited to within Cooper Hall only.**
18. Approval from SHRC on location and set-up of party/large tents must be obtained prior to the rental date. NO EXCEPTIONS! No stakes are to be driven into grassy areas to support the erection of such enclosures. The use of sand bag anchors or cement anchors are recommended.
19. No campfires or any other open fires are permitted in the park or surrounding areas.
20. No vehicles are permitted in the Park. Parking is only permitted on the paved parking lot. No parking is permitted in grassy areas. No parking on either side of Water Street or Rebecca Street. The parking areas are rented separately on occasion. Recreational Vehicles may occupy the parking pad areas adjacent to Cooper Hall.
21. All parking of event vehicles is to be done on approved parking areas in front of Museum and side of Cooper Hall ASPHALT SURFACES ONLY. Parking on the west side of N. Rebecca St. (in the grassy areas across N. Rebecca St from the park & museum) is not permitted. THERE ARE NO EXCEPTIONS AND MAY BE SUBJECT TO TOWING AT OWNERS EXPENSE.



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The person and/or organizations who are granted use of Cooper Hall under these Rules and Regulations shall agree to and do hereby agree to hold harmless the Borough of Saxonburg, Saxonburg Historical and Restoration Commission, their officers, employees and other representatives, for any accidents of any sort or kind as a result of any activity in Cooper Hall during the period of this particular use. The user hereby agrees to assume full responsibility for any and all accidents.

I have read and fully understand the Rental Policy regarding the use of Cooper Hall & Roebling Park and I agree to fully abide by its content. A signature will indicate the above rules and regulations are understood and will be followed.

The undersigned lessee agrees to be entirely responsible for any and all losses, damages or other injuries to property owned by Saxonburg Borough and managed by Saxonburg Historical & Restoration Commission (SHRC) while the undersigned lessee and/or their guests are on Borough/SHRC property. Furthermore, the undersigned lessee understands that all rental fees paid to SHRC are non-refundable and that SHRC will not be responsible for the loss, damage or theft of personal property of, or personal injury to, those occupying the facility.

The undersigned lessee acknowledges receipt of a copy of Cooper Hall/Roebling Park Rental Rules and agrees to abide by them.

Thank you for renting Cooper Hall and/or Roebling Park. We hope you will consider renting from us for your future events.

Printed Name

Date

Signature

Send all signed forms to:

SHRC

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SAXONBURG BOROUGH FACILITIES HOLD HARMLESS AGREEMENT

It is hereby understood and agreed the Saxonburg Historical & Restoration Commission (SHRC) will make available Roebing Park, its buildings and other facilities and that I/we, the undersigned, acting on behalf of all participants, both individually and collectively hold harmless Saxonburg Borough, Saxonburg Historical & Restoration Commission "SHRC", its officers, employees, and volunteers, from and against all claims for injuries to our program participants or invited spectators resulting from our/their use of these facilities.

It is understood that I accept this condition in return for the use of the Roebing Park, its buildings and other facilities on the days and times made available by SHRC.

All participants should be notified that Saxonburg Borough's liability for injuries is limited as defined under the Political Subdivision Tort Claim (330-1978) and the Recreation Use of Land and Water Act. We agree to notify the parents or guardians of all minors that they, and not Saxonburg Borough or SHRC will be responsible for expenses for medical treatment resulting from participation in any program/activity for which we have requested this authorization.

In addition, persons requesting the use of the park and its buildings for **concession purposes** shall provide the SHRC certificates of product liability insurance, insuring the Saxonburg Borough and SHRC against damages arising from the sale of food products and providing defense coverage and costs including attorney's fees as well.

The undersigned hereby acknowledges receipts of copies of all current Saxonburg Borough and SHRC rules and regulations concerning use of its park and all buildings and agrees to notify all participants in its activities of same, and to ensure that all participants and invited spectators abide by such rules and regulations. Failure to do so shall constitute grounds for revocation of any or all permits for usage.

Renter's Signature

Date

Send all signed forms to:

SHRC

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