

**NEW BERLIN BOROUGH
COMMUNITY CENTER
RENTAL AGREEMENT**

SECTION 1:

NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____
DAYTIME PHONE: _____
EVENING PHONE: _____
EMAIL ADDRESS: _____

Return Form To:
NEW BERLIN BOROUGH
P.O. BOX 330
NEW BERLIN, PA. 17855
570-966-4705
office@newberlinpa.us

SECTION 2:

Please Read: The New Berlin Community Center is the site of monthly Borough Council meetings and meetings by other Community organizations. These groups take priority and your event may be declined for use on those specific dates. The Community Center cannot be reserved for special days such as New Berlin Day (4th Saturday in August) or other special community events. The Community Center is a historic building. Please preserve it for all to enjoy.

Please Describe Your Event (Title of Event):

Date of Event: _____ Time of Event: _____
Note: All Events must end by 10:00 P.M.
Building Vacated by 11:00 P.M.

SECTION 3:

You are reserving the New Berlin Community Center for (check one):

- A) A BUSINESS EVENT
- B) PRIVATE USE – (SKIP TO SECTION 5)
- C) A COMMUNITY SPONSORED EVENT – NO CHARGE (SKIP TO SECTION 6)

SECTION 4:

NAME OF BUSINESS: _____
CERTIFICATE OF INSURANCE: (PLEASE ATTACH)

SECTION 5: RENTAL FEE PLUS SECURITY DEPOSIT

(Checks payable to Borough of New Berlin) DATE PAID: _____ \$250.00
AMOUNT TO BE RETURNED AFTER FINAL INSPECTION: \$150.00
(Note: Two Checks Required) (\$150.00 - \$100.00)

*Any check returned for insufficient funds will result in a \$30.00 service charge & cancellation of reservation.

SECTION 6:

Be respectful of neighbors. Your event must remain within the property of the Community Center grounds delineated by the fence. Overflow parking may be found in the stone parking lot on the west end of the Fire Company located between the fire company and the house on the corner of High and Vine Street. You may also park on the grass at east of the fire company building near Plum Street. Do not block access to the Fire Company at any time. No excessive noise. No Smoking or Alcoholic Beverages are permitted inside the building or on building grounds. Return all tables and chairs to their original configuration. Bag all trash and remove from the Community Center grounds. A \$25.00 fee will be assessed for any garbage not removed from the premises. Sweep floors and return kitchen to its original condition. Turn off all lights inside and out. Lock doors. Any damage to the Community Center inside or outside during your event is the applicant's responsibility. The Borough is not responsible for injuries occurring during your event.

>> I have Read and understand this Agreement and the Rental Policy. I agree to abide by all guidelines set forth above.

APPLICANT SIGNATURE: _____
DATE: _____

PRE-INSPECTION BY BOROUGH DATE: _____ INITIALS: _____
BOROUGH COUNCIL APPROVED DATE: _____
FINAL INSPECTION BY BOROUGH DATE: _____ INITIALS: _____
SECURITY DEPOSIT RETURNED DATE: _____