

## Scottdale Borough

### EVENT RENTAL AGREEMENT

#### ALL EVENT APPLICATIONS MUST BE MADE NOT LESS THAN 30 DAYS IN ADVANCE OF THE EVENT

This Event Rental Agreement (the "Agreement") is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, **2025**, by and between the Borough of Scottdale (hereinafter referred to as "Owner") and \_\_\_\_\_ (hereinafter referred to as "Renter").

#### Event Details:

- Requested Location: \_\_\_\_\_
- Requested Event Date: \_\_\_\_\_
- Event Start Time: \_\_\_\_\_
- Event End Time: \_\_\_\_\_
- Total Hours of Rental: \_\_\_\_\_
- Event Type: \_\_\_\_\_
- Expected Number of Attendees: \_\_\_\_\_
- Is the event advertised or intended to be open to the public? Yes \_\_\_\_ No \_\_\_\_
- Are outside Vendors or Food Trucks being used for the event? Yes \_\_\_\_ No \_\_\_\_

If yes, a separate list of vendors or food truck operators, containing the names and addresses of the vendor, the person responsible for same, a description of the services or products they will be selling, a Certificate of Liability Insurance naming the Borough as an additional insured, and their EIN, TIN and/or Pa Sales Tax licensure information must be attached to this application. A copy of a current license from the Commonwealth of Pennsylvania must be provided for all Food Truck Operators.

#### Rental Fees and Terms

##### 1. Rental Fees:

Rental costs are determined by the number of attendees and hours of the event as set forth below. Rental Fees include the use of restrooms, basketball courts, tennis courts, trash receptacles, playground, and softball fields (when not in use under separate team field schedules).

### Event Rental Costs (61 people or more)

*Includes additional police coverage, trash receptacle disposal and electric costs.*

| 4 Hour Rental            | 6 Hour Rental            | 8 Hour Rental            |
|--------------------------|--------------------------|--------------------------|
| 61-200 people \$1000.00  | 61-200 people \$1400.00  | 61-200 people \$1800.00  |
| 201-400 people \$1200.00 | 201-400 people \$1700.00 | 201-400 people \$2200.00 |
| 401-600 people \$1800.00 | 401-600 people \$2700.00 | 401-600 people \$3500.00 |
| 601+ people \$2000.00    | 601+ people \$3000.00    | 601+ people \$3900.00    |

THE RENTAL FEE FOR THIS EVENT IS \$ \_\_\_\_\_

#### Payment Terms

1. **Rental Deposit:**

A non-refundable deposit of \$1000.00 is required at the time of this Agreement's entry to secure the event date and enable the Borough to Schedule Borough Services for same. Any remaining balance must be paid in advance, not less than 10 days prior to the event. Failure to make the final payment will result in the cancellation of the event.

2. **Security Deposit:**

A refundable security deposit of \$1000.00 is required to be posted and will be returned within 7 days after the event if there are no damages or violations of this Agreement. **The foregoing notwithstanding, Renter agrees to be responsible for the costs of repairing damage or other restoration and/or clean-up costs in excess of the \$1000.00 deposit.**

#### Responsibilities

1. **Cleanup:**

The Renter is responsible for clean-up and the restoration of the area to its pre-use condition. Renter will place all trash and rubbish generated by the event in receptacles provided by the Borough. The Owner will remove trash from the receptacles after the event. The removal of trash from receptacles are included in the rental fees. Any additional cleaning or the repair of any damage caused by the Renter or event attendees will result in additional charges being assessed against the Renter and deducted from the security deposit.

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**Rules and Regulations.** In addition to the General Park Rules, the following rules are also applicable to Special Events:

1. No event shall permit or promote the use of drugs, alcohol or sexually explicit conduct or materials.
2. No event shall have displays or programs which depict or encourage any action which, if physically carried out, would violate any federal or state law or local ordinance.
3. No food trucks, third-party vendors or transient merchants are permitted as part of the event without the express, written consent of the Borough. The Applicant must supply the Borough with a list of all vendors, the names and addresses of the vendor and the person responsible for same, a description of the services or products they will be selling, a Certificate Liability Insurance naming the Borough as an additional insured, and their EIN, TIN and/or Pa Sales Tax licensure information. All food truck vendors shall also provide a copy of a current license from the Commonwealth of Pennsylvania.
4. The Borough reserves the right to determine which parks, pavilions or recreational facilities may be used for any special event.
5. The pavilion and surrounding area must be left in the same condition in which they were found on arrival (e.g. Picnic tables must be returned to their original locations - All signs, banners and decorations hung for the event must be removed - All trash and other disposables must be placed in designated receptacles - No paper, trash, or other litter may remain, etc.). In the event additional clean-up is necessary, the posted security deposit will be forfeited.
6. Alcoholic beverages, animals (including dogs), firearms, fireworks, motorcycles and combustible materials are prohibited.
7. The Applicant, together with the Group or Organization they represent, are responsible to report, and shall be liable for, any damage to the pavilion or other park facilities (including furniture, fixtures or other structures) which occur during the Undersigned's event. Reports of damage shall be made to the Scottdale Borough Office within 24 hours of their discovery.
8. The use of inflatable rides or play equipment, tents or other such facilities is prohibited unless written approval for the same is received from the Borough.
9. Events must end at the agreed-upon time. Failure to vacate the venue on time may result in additional charges.

10. All vehicles must stay on established roadways and parking areas. No parking on grass or in grassy areas is permitted.

### Liability and Indemnification

Renter agrees to hold harmless, indemnify and defend the Owner from and upon any and all claims, damages, or liabilities arising from or otherwise related to the Renter's use of the venue. The Owner is not liable for any personal injury or property damage occurring during the event.

### Cancellation Policy

1. Cancellation by the Renter less than 7 days prior to the event will result in forfeiture of the deposit.
2. The Owner reserves the right to cancel the event due to nonpayment of fees, the failure to provide all required information or other unforeseen circumstances, in which case a full refund will be issued.

### Signatures

By signing below, both parties agree to the terms and conditions outlined in this Agreement:

Renter Name (Print): \_\_\_\_\_  
Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Name (Print): \_\_\_\_\_  
Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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FOR BOROUGH USE ONLY

|                                 |          |
|---------------------------------|----------|
| DATE APPLICATION RECEIVED:      | _____    |
| RENTAL FEE CHARGED:             | \$ _____ |
| DATE \$1000 RENTAL DEPOSIT MADE | \$ _____ |
| BALANCE DUE                     | \$ _____ |

|                                       |       |
|---------------------------------------|-------|
| DATE \$1000.00 SECURITY DEPOSIT PAID: | _____ |
| DATE RENTAL BALANCE PAID:             | _____ |