

**CITY OF LOWER BURRELL
PARK FACILITIES RENTAL RULES AND REGULATIONS**

- 1) You **MUST** call 724-335-9875, ext. 208 to make reservations for the hall or pavilions to book a particular date. The web site does not have the available dates posted on it.
- 2) All reservations must be applied for by mail on the City Application, completed and signed by the permittee. All incomplete applications will be returned unprocessed.
- 3) Permittee must be 18 years of age or older.
- 4) Return application and **MAKE CHECK PAYABLE TO:**

**City of Lower Burrell
Attn: Park Rentals
2800 Bethel Street
Lower Burrell, PA 15068**

- 5) A \$25.00 fee will be imposed on all returned checks.
- 6) **REFUNDS FOR CANCELLATIONS** will be available with a minimum of two (2) weeks notice. Refunds for cancellations with less than two (2) weeks notice will be available provided the Hall is re-rented. **NO REFUNDS** will be granted for cancellations due to inclement weather. **A \$10.00 processing fee will be assessed on all cancellations.**
- 7) Inquiries regarding your reservation should be directed to Nita at 724-335-9875, ext. 208, Monday-Friday, 9:00 a.m. to 5:00 p.m. **The key for Fisher Hall must be picked up weekdays by 5:00 p.m. at City Hall for any/all reservations. And must be returned the next business day by 5:00 p.m.**
- 8) **THE SUB-LEASING OF CITY FACILITIES IS PROHIBITED.**
- 9) No alcoholic beverages are permitted.
- 10) The permittee is bound by all City Rules and Ordinances as though the same were inserted herein.
- 11) The permittee hereby agrees to hold the City harmless and releases and discharges the City for any and all claims for damages or injuries to persons or property resulting from the violations of any aforementioned Rules, Regulations or Ordinances and will be responsible for the group's behavior and/or actions. The permittee will be responsible for any and all damages to City property including, but not limited to, abnormal wear and tear.
- 12) One adult chaperone is required for every ten (10) children in Fisher Hall.
- 13) Rental fees, deposits and other fees are as follows:

Pavilions

	Resident	Non-resident
Deposit	\$15.00	\$15.00
Veteran's Central Park	\$26.00	\$33.00
Wolf Pack Park	\$33.00	\$39.00
Burrell Lake Park	\$39.00	\$45.00

Fisher Hall

Resident	Rental \$20.00 per hour	Deposit \$100.00
Non-Resident	Rental \$30.00 per hour	Deposit \$100.00

- 14) The deposit is due within (2) months after you have booked your date.
- 15) The rental fee is due and payable no later than fourteen (14) days prior to the rental date. Non-payment of all fees, as stipulated, will result in forfeiture of the reservation and all monies paid.
- 16) Deposits of \$70.00 will be refunded within three weeks of the function, provided the facilities are left clean and undamaged and you do not enter Fisher Hall except for your reserved hours.
- 17) Fisher Hall will be closed on the following days: New Years Eve, New Years Day, Easter, Thanksgiving, Christmas Eve, and Christmas Day.