

**Chester City Hall
1 Fourth Street
Chester, Pennsylvania 19013
(610) 447-7725
Mr. Duane Lee**

APPLICATION FOR THE USE OF THE COMMUNITY ROOM

APPLICANT:

(Name, address, telephone & age of person(s) who the event is for:

CONTACT PERSON: (If different from applicant)

(Name, address & telephone)

TYPE OF EVENT: _____

DATE: _____ **TIME:** _____ **** # of people attending** _____

****** SET-UP IS (2) HOURS BEFORE TIME OF EVENT. _____ *******

***Will alcohol be served** _____ ***Will food be served** _____

***Is a caterer being used** _____. **If so, please provide Name, address & phone number.**

Will there be music ? If yes, specify what type (e.g. band, disc jockey)

Any other form of entertainment (e.g. comedian, etc.)

THIS FORM MUST BE COMPLETELY FILLED OUT AND SUBMITTED TO THE PROPER DEPARTMENT FOR CONSIDERATION.

****ROOM CAPACITY****

City of Chester provides seating for 80 persons

Seating can be provided for an additional 120 persons with an outside vendor at the renter's expense.

CITY OF CHESTER COMMUNITY ROOM

Rules and Regulations:

1. Residents of the City of Chester shall pay a fee of \$400.00 per use/rental of the Community Room. Non-City residents shall pay a fee of \$650.00 per use/rental of the Community Room. Under no circumstances can the applicant sublet the Community Room. **ALL FEES ARE TO BE PAID IN THE FORM OF A MONEY ORDER OR CERTIFIED CHECK. NO CASH OR PERSONAL CHECKS ARE ACCEPTED.**
2. The fees mentioned above cover a four (4) hour block of time plus two hours for set up. The applicant is allowed an additional one hour for clean-up. Additional hours may be purchased prior to the event during City business hours, if approved by the Director of Parks/Public Property at the rate of \$75.00/hour. Additional hours may not be purchased on the day of the event. **NO EVENT IS SCHEDULED PASS 12:00 AM (MIDNIGHT). ALL GUESTS ATTENDING THE EVENT MUST BE OFF THE PREMISES BY 12:00 (MIDNIGHT).**
3. The serving of all food and drink **MUST BE COMPLETED ONE (1) HOUR BEFORE THE CONCLUSION OF THE EVENT.** The catering service/renter should use this time to start breaking down and removing their equipment. When the hour to conclude the event is at hand, the building maintenance representative will flash the main lights signaling that the event has concluded.
4. An initial deposit of \$100.00 is required with the application (certified check or money order) to confirm the proposed date for the use of the Community Room. **Approval or rejection of the proposed event will be communicated to the renter within five (5) working days of receiving the application and deposit. Full payment or the balance due is required (30) days prior to the event. If payment is not received within said time frame, the event will be automatically cancelled by the City and no refund issued.**
5. **NO REFUNDS...NO REIMBURSEMENTS**
6. The renter assumes all responsibility for any damages to the Community Room as a result of their event.
7. The renter shall clean up and dispose of all trash and debris in available trash bins. The building maintenance representative is to assist in the removal of the trash bins, but is not responsible for the clean-up.

8. The renter shall inform the City of their intentions to use the tables and chairs provided by the City. In such instance, the building maintenance representative is to make sure the tables/chairs are accessible to the renter, to allow the renter to set up as desired.
9. No decorations of any type may be placed upon the walls of the Community Room or any area adjacent to the Community Room. **NOTHING SHOULD BE ATTACHED TO THE SPRINKLER HEADS IN THE CEILING.** All other decorations must be approved by the City of Chester prior to the event. The renter and guest have access to the following locations: Community Room, Coat Room, Lobby Area, Rest Rooms, East Parking Lot, exterior of the building along PA Route 291. Computer Resource Room and the Police Activities League area, as well as the rest of the building are off limits.
10. All food and drink are to be consumed in the main area of the Community Room. Consumption of any food product in the lobby or rest rooms is prohibited. All alcoholic beverages will be served from the area of the coat room. The serving of all alcoholic beverages and food will stop one (1) hour before the conclusion of the event. ****SALE OF FOOD OR DRINK IS NOT ALLOWED ON PREMISED.****
11. Seating capacity is currently limited to (80) persons. Additional seating up to (120) persons may be accomplished at the renters' expense.
12. If applicant decides to rent tables and/or chairs with an outside vendor, it is the applicants' responsibility to have the equipment assembled and disassembled at the conclusion of the event. **The building staff will not be held accountable to assist with property not belonging to the City.**
13. The City of Chester Community Room SHALL NOT BE RENTED:
 - A. TO ANY ORGANIZATION FOR THE PURPOSE OF FUND-RAISING OR GENERATING A PROFIT.
 - B. FOR ANY POLITICAL ACTIVITIES OF ANY TYPE.
 - C. FOR ANY CABARET TYPE ACTIVITY.
 - D. TO ANY PERSON UNDER THE AGE OF TWENTY-FIVE (25) YEARS OF AGE. IF RENTER OF THE EVENT IS FOR A PERSON (25) YEARS OF AGE AND UNDER, THE CITY MAY CONSIDER THE REQUEST IF AN OFF-DUTY POLICE OFFICER IS RETAINED AT THE RENTER'S EXPENSE.
 - E. UNDER NO CIRCUMSTANCES WILL THE COMMUNITY ROOM BE RENTED TO ANY INDIVIDUAL, FAMILY OR ORGANIZATION FOR AN EVENT THAT IS BEING HELD, OR GIVEN FOR ANY PERSON UNDER THE AGE OF TWENTY-ONE (21) YEARS.

14. The City of Chester reserves the right to remove from the premises any individual who appears to be intoxicated, under the influence of a controlled substance or is disturbing the peace.
15. Security for the event shall be provided by the renter (if needed) in accordance with the City of Chester requirements.
16. All equipment used for the event that is not the property of the City of Chester shall be removed immediately after the event. The City of Chester is not responsible for any personal items, or equipment while on the premises, or any equipment or personal items left in the building after the event.
17. The City of Chester is not responsible for any loss, stolen, or damage to personal property while attending the scheduled event.
18. The renter agrees to release the City of Chester, its officers and employees from any liability for any accident, injury, claim, or loss that may occur or arise as a result of the rental and use of the Community Room. Further, the renter agrees to indemnify and hold harmless the City of Chester from any and all claims made, law suits, injuries, or losses made by anyone against the City of Chester as a result of and in connection with the use of the City of Chester Community Room.
19. The Community Room shall be closed on all recognized federal holidays including the day after Thanksgiving, Christmas Eve, and New Years Eve.
20. The City of Chester Community Room (the entire building) is a smoke free facility. All smoking will take place outside of the building.
21. All waste is to be disposed of properly. Under no circumstances shall any grease or solid food products of any type be poured into or down any drain. Failure to comply with this regulation will result in additional fees and fines (for destruction of public property).

The City of Chester reserves the right to deny any person, group, agency, or organization the rental of the Community Room.

I _____, agree to adhere to the rules and regulations concerning use of the Community Room. If I am found to be in any violation, I forfeit future use of the room and risk immediate action which may include, but limited to, my/our function being cancelled.

REVISED 1/15



APPLICANTS:

Attached please find the application for rental of the Community Room. Please read, initial (where indicated) and fill out all necessary information before returning the application. The application must be filled out correctly and the necessary deposit received before your date is confirmed.

THANK YOU,

DEPARTMENT OF PARKS & RECREATION

PLEASE NOTE: IF YOUR EVENT REQUIRES THE PRESENCE OF AN OFF-DUTY POLICE OFFICER, PROOF MUST BE SUBMITTED BEFORE YOUR EVENT IS APPROVED.