

CITY OF CHESTER
Community Room Rental
Agreement

City of Chester
Thaddeus Kirkland, Mayor

Joy Taylor, Constituent Services/ Events
Coordinator



Deposit Required at time of Booking
Certified Check or Money Order Only
If applying online, submit payment by mail
using the address listed to the right
Certified Check or Money Order should
be made out to:
City of Chester

Return To:
Joy Taylor
Constituent Services/ Events Coordinator
1 Fourth Street
Chester, PA 19013
Phone: (610) 447-7724
Fax: (610) 447-7735

GENERAL INFORMATION ABOUT OBTAINING USAGE OF CHESTER CITY'S COMMUNITY ROOM:

When considering renting the Community Room in City Hall, please pay close attention to the following information:

Fees, Rules and Regulations:

An initial deposit of \$225.00 for Chester residents and \$350.00 for Non-Chester residents (certified check or money order) is required with the application to secure your date for the use of the Community Room. Deposit is required per use/rental of the Community Room. Under **No** circumstances can the applicant sublet the Community Room. Applicant must provide photo identification to secure usage of the Community Room. The Community Room will not be rented to any applicant, without photo identification.

Initial _____

Total Cost to Rent the Community Room

CHESTER RESIDENT FEE: \$450.00

NON- CHESTER RESIDENT FEE: \$700.00

Approval or rejection of your event will be communicated to the renter within five (5) working days of receiving the application and deposit. If your request is rejected by us, a refund will be issued; otherwise if you cancel your event, **NO REFUND** will be issued. Your rental balance is required (30) days prior to the event. If payment is not received within said time, the City of Chester reserves the right to automatically **cancel** the event with **no refund issued**.

Initial _____

1. The fees mentioned above cover seven (7) hours of use. Use is inclusive of setup and clean-up time. Additional hours may be purchased prior to the event during City business hours, if approved by Public Affairs, at the rate of \$100.00/hour. Additional hours must be purchased within two weeks of the event date, and are subject to availability. **Additional hours may not be purchased on the day of the event.** **NO EVENT IS SCHEDULED PASS 1:00 AM. ALL GUESTS ATTENDING THE EVENT MUST BE OFF THE PREMISES BY 1:00.**

Initial _____

2. 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 ALCOHOL IS NOT ALLOWED ON PREMISES.****

Initial _____

3. All food and drink are to be consumed in the main area of the Community Room. Consumption of any food product in the rest rooms is prohibited. 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.

Initial _____

Fees, Rules and Regulations Continued:

4. 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. The renter assumes all responsibility for any damages to the Community Room as a result of their event. 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).

Initial _____

5. 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.

Initial _____

6. City of Chester provides seating for (120) persons. Additional seating up to (80) persons may be accomplished at the renters' expense. If the applicant decides to rent tables and/or chairs with an outside vendor, it is the applicants' responsibility to have the equipment assembled and dis-assembled at the conclusion of the event. The building staff will not be held accountable to assist with property not belonging to the City.

Initial _____

7. If security is deemed necessary, we strongly recommend security be an Off-Duty Chester Police Officer, acting as private security, non-uniformed, at a rate not to exceed \$75 per hour. Assistance with securing an officer can be provided through Public Affairs. The City of Chester reserves the right to require security for any event being held in the Community Room, for any reason. 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.

Initial _____

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. 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 SECURITY IS RETAINED AT THE RENTER'S EXPENSE.

Initial _____

8. 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.

Initial _____

9. No monetary exchange of any kind can be done at the door or on the promises.

Initial _____

10. The Community Room shall be closed on all recognized federal holidays including the day after Thanksgiving, Christmas Eve, and New Year's Eve. The City of Chester Community Room (the entire building) is a smoke free facility. All smoking will take place outside of the building. THE CITY RESERVES THE RIGHT TO REFUSE TO RENT THE COMMUNITY ROOM TO ANY INDIVIDUAL, FAMILY OR ORGANIZATION FOR AN EVENT THAT IS BEING HELD, OR GIVEN FOR ANY REASON.

Initial _____

COMMUNITY ROOM RENTAL AGREEMENT

Name of event:

Purpose of event:

Note: Your rental cost covers seven (7) hours of use. Use is inclusive of setup and clean-up time. Additional hours may be purchased (30) days prior to the event during City business hours, if approved by Public Affairs, at the rate of \$100.00/hour. Additional hours may not be purchased on the day of the event. NO EVENT IS SCHEDULED PASS 1:00 AM. ALL GUESTS ATTENDING THE EVENT MUST BE OFF THE PREMISES BY 1:00 AM.

Date of event:

Event start time:

Set-up Time:

Note: City of Chester provides seating for (120) persons. Additional seating up to (80) persons may be accomplished at the renters' expense. If applicant decides to rent tables and/or chairs with an outside vendor, it is the applicants' responsibility to have the equipment assembled and dis-assembled at the conclusion of the event. The building staff will not be held accountable to assist with property not belonging to the City.

Will you need us to provide seating: YES NO If Yes, for how many guests? _____

Will a caterer be used:

YES NO

If Yes, Name of Caterer: _____

Will Alcohol be served:

YES NO

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 ALCOHOL IS NOT ALLOWED ON PREMISES******

Renters Full Name :

Address:

City:

State:

Zip:

Phone :

DOB:

Photo Id #:

On-site contact:
(if other than renter)

Contact number:

Amplified
Sound:

Note: Any event held during normal business hours for the City of Chester, will be required to keep sounds to a respectable volume. Failure to comply will result in rejection of future rental requests.

Will a Disc Jockey be used? YES NO If Yes, name of disc jockey _____Are you a Non-Profit
Organization? YES NO Name of your Organization and Tax I.D Number:
_____**Disclaimer and Signature**

By signing and submitting this application, the applicant and or sponsoring organization agrees to adhere to the rules and regulations concerning the use of the Community Room. If found to be in any violation, the applicant and or sponsoring organization forfeits future use of the room and risk immediate action which may include, but limited to, my/our function being cancelled. The applicant and or sponsoring organization agrees to indemnify, defend and hold harmless the City of Chester and its officers, employees, and agents from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by the applicant or sponsoring organizations act or omission or negligence or fault or the act or omission or negligence or fault of the applicant or sponsoring organizations agents, subcontractors, suppliers, employees, or servants in connection with the usage of the Community Room.

Signature:

Date:

**Please choose from the following for your preferred seating arrangement for the Community Room.
Only one option can be selected.
We provide seating for 120 guests.
(Please circle your desired arrangement)**

