

## Richland Township Municipal Building Facility Use Application

This application must be completed and return to the Richland Township Parks & Recreation Department a minimum of 90 days prior to the rental date. The applicant must read the policies governing the rental of the Richland Township Municipal Building attached to this application and provide all associated documentation, signed and acknowledged, that is requested. Non-governmental users must submit a \$\_\_\_\_\_ damage deposit for the rental of all rooms with this application. Please make checks payable to "Richland Township". All deposits will be returned except as explained in the policy. For additional information, please contact the office at (724) 443-5921. **NO RESERVATIONS WILL BE TAKEN OVER THE PHONE & WITHOUT DEPOSIT: NSF Checks will be subject to a \$25 service charge.**

**Applicant Information - Applicant must be in attendance**

Applicant's Name: \_\_\_\_\_

Certificate of Liability of Insurance, naming Richland Township and Board of Supervisors as additional insured (if applicable):

\_\_\_\_\_ Yes \_\_\_\_\_ No \*A copy of Insurance Certificate must be attached to this application.

**Event Information**

Type of Event: \_\_\_\_\_ Room(s) Requested: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event (Include Set-Up & Clean Up) From: \_\_\_\_\_ To: \_\_\_\_\_

Total Number Expected: \_\_\_\_\_ \*Caterer Name & Phone No.: \_\_\_\_\_

\*MUST USE CATERER FROM TOWNSHIP'S EXCLUSIVE LIST

If not using a caterer, you will need use of \*kitchen facilities: \_\_\_ Yes \_\_\_ No \*Cannot use oven or stove to prepare food.

Will you be serving alcohol: \_\_\_ Yes \_\_\_ No

Request(s): # \_\_\_\_\_ [Rectangular Tables (Seats 6-8) Only \_\_\_\_\_ Available] # \_\_\_\_\_ [Chairs Only \_\_\_\_\_ available]

A diagram for set-up must be included with your application

**OFFICE USE ONLY**

Date Application Received: \_\_\_\_\_ Date Response was Sent: \_\_\_\_\_ Application is  Approved  Denied

Summary of Fees: \_\_\_\_\_ Room Rental \_\_\_\_\_ Set-Up \_\_\_\_\_ Alcohol \_\_\_\_\_ Overtime Surcharge  
\_\_\_\_\_ Clean-Up **TOTAL DUE (Not including Damage Deposit): \_\_\_\_\_**

Deposit paid: \_\_\_\_\_ Date \_\_\_\_\_ Check # \_\_\_\_\_ Amount \_\_\_\_\_ Balance Paid in Full: \_\_\_\_\_ Date \_\_\_\_\_ Check # \_\_\_\_\_ Amount \_\_\_\_\_

Damage Deposit paid: \_\_\_\_\_ Date \_\_\_\_\_ Check # \_\_\_\_\_ Amount \_\_\_\_\_ Kitchen Deposit Paid: \_\_\_\_\_ Date \_\_\_\_\_ Check # \_\_\_\_\_

Signature of Parks & Recreation Director: \_\_\_\_\_

**Richland Township Municipal Building and Facilities**

**Indemnification Statement**

The Renter agrees that the Renter and his/her guests in connection with their event of \_\_\_\_\_ are subject to the Policies Government Rentals and Use of the

(Date of the event)

Richland Township Municipal Building and Facilities as well as any and all National, State and Local laws and statutes. The Renter through this signature directly below this statement, acknowledges that he/she has thoroughly read and understands the Policies Governing Rentals and Use of the Richland Township Municipal Building and Facilities. Any questions regarding these Policies were asked by the Renter and answered by a designated representative of Richland Township so that all policies are understood by:

\_\_\_\_\_  
Print your name.

**INDEMNIFICATION STATEMENT**

Renter, whether an individual or group organization, in consideration of the promises contained in this agreement, and intending to be legally bound, agrees to indemnify and hold harmless Richland Township and its respective officers, directors, employees, agents and assigns (collectively "Township") from any and all liabilities, losses, costs, damages, expenses (including attorney's fees and other costs of litigation), claims, demands and judgement, in law or equity (collectively "indemnified claims"), which arise, from or relate in any way to the Renter's and or Renting Group or Organization named below, use of the Richland Township Municipal Building and associated facilities for the event and at the date described below, including, without limitation, any indemnified claims which arise from any negligence on part of Richland Township and Richland Township employees. This agreement applies to any indemnified claims, which may be brought by Third Parties as well as by the Renter and/or any of his/her guests, invitees, visitors or members (or any of their respective heirs, administrators, executors, agents or assignees).

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

Event Date: \_\_\_\_\_ Facility \_\_\_\_\_

Date Sent: \_\_\_\_\_

As agent for and behalf of :

\_\_\_\_\_  
(Renting Group or Organization)

**Richland Township Municipal Building**  
**Municipal Alcohol Permit**  
**(For Possession and Consumption of Alcoholic Beverages)**

Whenever any individual, group, association or organization desires to use the Richland Township Municipal Building or facilities on the grounds of the Center for a banquet, party, theatrical or entertainment performance, where there will be the consumption of alcohol, the individual or representative of the said group, association or organization must complete all information below and pay the appropriate fee a minimum of thirty (30) days before their rental date.

Reference Name: \_\_\_\_\_ Event Date: \_\_\_\_\_ Time: \_\_\_\_\_  
\_\_\_\_\_  
(Last name of person/organization requesting the facility)

Name: (Print) \_\_\_\_\_ Phone (Day): \_\_\_\_\_

Address: \_\_\_\_\_ Evening: \_\_\_\_\_  
\_\_\_\_\_  
Zip: \_\_\_\_\_

Approximate number attending the event: \_\_\_\_\_

Specific area(s) this permit covers:

\_\_\_\_\_  
(Areas listed on the Facility use Application)

The undersigned hereby makes application for the possession and consumption of alcoholic beverages in the specific areas of the RICHLAND Township Municipal Building so indicated above, and agrees to abide by the rules and regulations in effect; to leave the facility, in good, proper condition, and to report to the Municipal Building staff, any damage done during the use of the facility.

I, as the applicant, understand the Richland Township reserves the right to require the applicant to have at least one (1) Richland Township supplied "security guard" on duty throughout the event for up to 100 people are in attendance at the applicants cost as defined in the Policies Governing Rental and Use of the Richland Township Municipal Building. The applicant shall be solely responsible for the enforcement of all alcohol drinking laws, rules, and regulations as set forth by the Pennsylvania Liquor Control Board and the Policies Governing Rental and Use of the Richland Township Municipal Building during the use of this facility.

I further understand that any expenses to Richland Township related to any damages, facility cleaning or other additional employee wages will result in additional fees as might be required to cover said expenses. And, if so identified, additional fees are not paid to the Township in a timely manner, the applicant shall be subject to further fines and/or penalties.

The applicant further agrees to hold Richland Township free and harmless from any liability of any natural resulting from the consumption of any alcoholic beverages by any/and all persons attending the permitted event.

\_\_\_\_\_  
Signature of Applicant

Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

(\$50) \_\_\_\_\_  
Amount Paid

Date: \_\_\_\_\_