

**Application for One-Time/Special Events Use
Richland Township Community Barn**

Permit _____

Name of Responsible Party: _____

Address: _____ City: _____ State _____ Zip code _____

Phone: _____ Cell: _____ Are you a resident of Richland Township ___ Yes ___ No

Email: _____ Event Description: _____

Check all that apply: Will you be using a _____ Caterer _____ DJ. _____ Band _____ Tents _____

If you are renting this for someone who is a non-resident please provide the following:

Name: _____

Full Address: _____

Phone Number: _____ Cell: _____ Email: _____

Rental Hours: 9:00 am to 11:00 pm

Request Date: _____ / _____ / _____
Day of Event Month Date Year

**Keys and Folder are to be returned on the next business day or placed in the drop mail box located outside of the building. (\$225.00 will be charged to re-key locks and replace folders.* There will be a fee of \$225.00 charged to the renter if the facility is not left in the same condition found before your event. This includes that the outside of the facility is left clean and free of trash. Damages will be charged on an actual cost to repair or replace basis. _____ Initial*

Applicant acknowledges that this is only an application and in no way guarantees issuance of a permit. **Request date is not guaranteed until the rental fee is received and the application is approved. Barn rentals are approved according to when the rental fee is received.**
Cancellation Policy: If a cancellation occurs 90 days or more prior to the event date a 50% refund of a rental fee will be issued. No refunds will be issued if a cancellation occurs anytime thereafter. **Cancellations must be submitted in writing.** If a permit is granted, the undersigned assures that the group they represent will comply with all of the **Barn Conditions for Use** as affixed hereto and made a part of this application, and will follow the direction from any Township Personnel. Applicant understands that failure to do so may result in the forfeiture of applicant's permit, deposit, and the possible denial of any future permits. The Township reserves the right to allow or disallow rental of the facility all or in part based upon the needs of the township. The township reserves the right to approve, deny, or discontinue the use of any facilities by any group at any time.

The undersigned applicant agrees on behalf of himself or herself, his or her heirs, successors or assigns and/or any organization he or she represents, its successors, assigns, members, participants and attendees at any function supported by this permit, to discharge, protect, release, indemnify and hold harmless Richland Township, its agents, officers, employees, elected and appointed officials, successors and assigns from any and all damages, injuries, demands, actions, claims, liabilities and expenses of any kind in nature whatsoever, including but not limited to costs of defense and attorney's fees, directly or indirectly arising out of or relating to or resulting from any personal injury (including death) or damages to any person or property damage of any kind arising from or any way related to the use of the Richland Township Community Barn pursuant to this permit; provided, however that such discharge, release, indemnity and hold harmless agreement shall not extend to any damages to, demands, actions, claims, liabilities and expenses resulting from any negligent or willful act, error or omission of the Township, its agents, officers or employees.

Signature of Responsible Party _____ Date _____

Office Use Only:

Date Approved: _____ / _____ / _____ Rental Fee Paid: _____

Please pick up the key on _____ / _____ / _____ between the hours of 8:30 - 4:30.

Your deposit of \$ _____ is also due at this time.

Deposit: # _____ Amount: \$ _____

Signature of Authorized Personnel: _____

Barn Conditions for Use
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Permit _____

Reserving and Tours of the barn:

Reservations can be made one year in advance. You must apply in person.

With the tables and chairs set up the barn can hold 150 people. Rental includes the use of 30 -8 foot banquet tables (96 x 30 x 29 1/2) and 144 black folding chairs. Table must be covered when in use.

The rental fee is due when the application is submitted. The deposit is not due until the renter picks up the key for the facility. If you would like a tour of the barn please call to make an appointment. First 30 minute tour is free. All additional tours are \$25.00 per 30 minutes. No tours will be given on the weekend. Office hours are Monday - Friday 8:30 to 4:30.

Date Changes: Request for date changes will have a \$25.00 administrative fee applied and subject to availability.

Renter requirements:

Renter must be at least 21 years of age. Must be on premises during entire duration of time rented.

The renter will be held responsible for any damages to facility/property or violations of Township policies.

Responsible for general clean-up at the conclusion of the event. All items must be removed at the end of the event.

Guidelines for using the facility:

_____ Initial

1. All groups/persons given permission to use barn facilities, assume all responsibilities in regards to injury and/ or accident and all liabilities. The Township reserves the right to approve, deny, or discontinue the use of any facilities by any group at any time.
2. The security deposit is due when you pick up the key for your event. This deposit will be returned provided no extra clean up work or repair is not necessary following your use. All persons given permission to use the barn facilities must follow all security procedures when entering and exiting facilities. All lights must be turned off, doors and windows shut and locked, and the security system activated or the deposit will be forfeited.
3. Barn is only available for actual time rented. Early admission will not be allowed unless rented. The township assumes no responsibility for personal belongings and valuables brought into the barn.
4. Permits must be kept with the individual on contract as user of barn facilities.
5. All persons given permission to use park facilities are required to clean up any and all debris after each event and will abide by all park rules and regulations. Responsible adult supervision must be maintained at all times during use of the permit. No profane or vulgar language shall be permitted.
6. All vehicles must be parked in the parking lots. **No vehicles are allowed to be parked on GRASS!** Any vehicles parked illegally will be tagged/towed at the discretion of the Township. Vehicles should not be left over night.
7. **There is no heat or air conditioning in the barn.** All portable heating devices are **prohibited** from being used in the barn. This prohibition applies to every type of heating device including those fueled by gas, propane, wood, coal, kerosene, and electricity. Fans are permitted.
8. **Prohibited Items: Please do not use nails or screws to hang things. Fireworks, Chinese lanterns, candles, hay, sparklers, confetti of any kind, rice, spray string, chalk, fog machines, bubble machines, or other such equipment are not permitted in the barn. *FLAMELESS CANDLES ONLY. IF TRACES OF THESE ITEMS ARE FOUND IN THE BARN YOU WILL LOSE ALL OF YOUR SECURITY DEPOSIT.** Smoking is NOT permitted in the barn. Smoking is also prohibited within five (5) feet of any exterior door. All directional or informational signs must be removed at the end of your event. A \$25.00 fee per sign will be charged to remove signs that are not picked up from your event. _____ Initial

Barn Conditions for Use
Richland Township Community Barn

- 9. Township provided tables must be covered with table coverings during use. Please remove all tape after use.
- 10. Moonwalks, trains, tents, mechanical devices, etc. will be permitted with agreement and proof of insurance.
- 11. **PLEASE DO NOT** throw cooler water, coffee grounds, trash, drinks and ice into the flower beds. You will be charged a \$75.00 damage fee.
- 12. Our kitchen is fully equipped and includes a work area, refrigerator, small microwave, oven, and double bowl sink. **PLEASE MAKE SURE THE KITCHEN IS CLEAN AND THE OVEN IS TURNED OFF BEFORE LEAVING FOR THE EVENING.**
- 13. Loft Area: There is a 220 line located in the loft area.
- 14. The upstairs restroom is handicapped accessible. Additional restrooms can be found downstairs and will be stocked with supplies.
- 15. Outside Recreation: Sand and Grass Volleyball Area, Horseshoe Pit, Barbecue Pit, Fire Pit, Playground and Walking Trails. (Volleyball and horseshoes are not provided)
- 16. The township will supply the garbage cans and liners. **All trash should be left in the garbage cans, tied and placed in the kitchen before you leave your function. PLEASE DO NOT take the trash out of the cans.**
- 17. DJ's and Bands are permitted but must cease playing promptly at 10:30 p.m.
- 18. The Township will not assume responsibility for unforeseen circumstances such as a power failure, or other mechanical failures at the Barn, or inclement weather conditions, which may constitute reason for cancellation. **Renter should be aware that the barn has no heat or air conditioning in the barn.**
- 19. Lights: There is a sliding dimmer bar on the kitchen light that allows you to dim the kitchen ceiling lights. The outlet for the Christmas lights is located on the vertical beam between the two louvered windows on the back wall. **DO NOT unplug lights from the extension cord above.** The light switch located by the steps to go downstairs is for turning on the spot light that faces the fire pit and the stairway to the basement of the barn.

**** If the Guidelines for using the facility are not followed you will lose your security deposit. _____ Initial

By order of the Richland Township Fire Official, if the fire alarm sounds:

All patrons, participants and spectators must evacuate the area. (no exceptions).

The organization's on-site representative will be responsible for ensuring that everyone in his/her group leaves the building. Move to a location well away from the building.

The fire alarm must not be silenced until all occupants are evacuated.

Under no conditions will the alarm be reset until approval from the Richland Township Fire Department official has been given.

Individuals who violate these regulations will be subject to fines levied by the District Magistrate for failing to abide by the BOCA National Fire Prevention Code.

"I have read and fully understand the conditions of this permit and attachments and intend to be legally bound by its terms and provisions."

Signature of Responsible Party

_____/_____/_____
Date

Malt Beverage and Wine Permit Application

Name of Responsible Party: _____

Full Mailing Address: _____

Phone: _____ Cell: _____

Email: _____

Approximate number of persons attending: _____

Check the statement relating to your event:

_____ Minors WILL NOT be in attendance

_____ Minors WILL BE in attendance, but will not be served or permitted any malt beverages.

Conditions for Use:

Malt Beverage and Wine Permit must be completed and returned with rental permit application. Permit holder must be 21 years of age or older. No alcohol will be served to persons less than 21 years of age or to any persons known to be intoxicated or exhibiting visibly noticeable intoxicated behavior. It shall be the permit-holder's responsibility to enforce these restrictions. **Restrict alcohol to permit area only.**

1. A charge for actual labor and trucking will be billed to the permit holder when clean up beyond "broom clean condition" is necessary.
2. Beer is only permitted to be dispensed in kegs or cans. **GLASS BOTTLES ARE NOT PERMITTED.** Wine must be served in plastic glassware.
3. Clean up the area or be held financially responsible for the cleanup of any debris related to consumption activity.
4. Adherence to all other Richland Township Facility Rental Rules, General Facility Rules and Regulations, and Park and Recreation Rules and Regulations.
5. Bar closure shall occur at least thirty (30) minutes before event ends. Rental hours are 9:00 am to 11:00 pm.

The undersigned also agrees, on behalf of himself, his heirs, successors, or assigns and/or any organization he represents, its successors, assigns, members, participants and attendees at any function supported by this permit, to discharge, protect, release, indemnify and hold harmless the Richland Township, its agents, officers, employees, elected and appointed officials, successors and assigns from any and all damages, injuries, demands, actions, claims, liabilities and expenses of any kind and nature whatsoever, including but not limited to costs of defense and attorneys' fees, directly or indirectly arising out of or relating to or resulting from any personal injury (including death) or damages to any person or property damage of any kind arising from or anyway related to applicant's use of this permit for the serving, possession and consumption of alcoholic beverages in the facility and parks of the Richland Township. Failure to strictly comply with all of the above conditions will result in the immediate revocation of permit (without refund of permit fee or any security deposit).

In the event that the permit application is submitted on behalf of a group or organization, the undersigned certifies to the Richland Township that he/she is a duly authorized agent and representative of _____ (name of group/organization) and empowered to legally bind said group/organization to the above-stated terms and conditions.

_____ Permit APPROVED _____ Permit DENIED

Signature of Responsible Party

_____/_____/_____
Date



RICHLAND TOWNSHIP COMMUNITY PARK BARN FEES

Barn & Fire Pit	Residents & Non-Profit Groups Fee	Businesses & Non-Residents Fee	The security deposit is due when you pick up the key for the barn.
Monday – Thursday (excluding Holidays)	\$130.00	\$200.00	\$500.00
Friday (excluding Holidays)	\$350.00	\$450.00	\$500.00
Saturday – Sunday & Holidays	\$500.00	\$650.00	\$500.00

Request date is not guaranteed until the rental fee is received and the application is approved. Barn Rentals are approved according to when the rental fee is received.

Cancellation Policy: If a cancellation occurs 90 days or more prior to the event date a 50% refund of a rental fee will be issued. No refunds will be issued if a cancellation occurs anytime thereafter. **Cancellations must be submitted in writing.** If for any reason Richland Township cannot fulfill its commitment to the above date it will be held liable only for the cost of the rental space at 1157 Sterling Drive, Bakerstown, PA 15007.

Barn is only available for actual time rented. Early admission will not be allowed.

Prices are subject to change. Please visit our website for the most current pricing.

[www.richland.pa.us/FacilitiesRentals/ Barn Rentals](http://www.richland.pa.us/FacilitiesRentals/BarnRentals)

When you rent the barn the fire pit is included in your rental.

FIRE PIT ONLY	Resident Fee	Non-Resident Fee	Security Deposit
Monday - Sunday	\$50.00	\$100.00	\$30.00

Facility Tour Fee:

If you would like to tour the barn please call to make an appointment.

724-443-5921

Office Hours are:

Monday - Friday

8:30 - 4:30

First tours - No Charge

Additional Tours- \$25.00 each.

***Directions to the Richland Community Park Barn
1157 Sterling Drive
Bakerstown, PA 15007
(For GPS purposes use 1157 Van Velsor Drive)***

Heading North on Route 8:

Follow Route 8 approximately one mile north of the Route 910 intersection. Turn right onto Heckert Road (just past Bakerstown Garden and Feed Center). At the 4-way stop (intersection of Heckert and the Red Belt) continue straight. At the next stop sign, turn right onto Van Velsor Drive (this road will take you directly to the lower ball field) or, continue on Heckert Road where you will see the entrance to the park on your right (this road will take you directly to the barn.

Heading South on Route 8:

Follow Route 8 South past the following landmarks: Route 228 intersection, Sandy Hill/Cummingham Road. At the intersection of Heckert Road and Route 8 turn left, this is the entrance for Parkview Estates and Tractor Supply. Continue on Heckert until you see the entrance to the park on your left. Follow the road to the barn where there will be parking on your left behind the bushes. Continue around the barn to the ball fields below.

From the Red Belt, Warrdendale Area:

Follow the red belt East until it passes under Route 8 (in Bakerstown). At the 4-way stop, turn left on to Heckert Road. At the next stop, turn right on to Van Velsor Drive (this road will take you directly to the lower ball fields) or continue on Heckert Road where you will see the entrance to the park on your right (this road will take you directly to the barn).