

Manor Township
306 Byron Street
PO Box 144
McGrann, Pa. 16236

T: 724-763-9215
F: 724-763-1896

Banquet Room Rental Agreement

Whereas, this agreement is made between Manor Township, Armstrong County, Pennsylvania and _____ of _____ herein referred to as renter, customer, you and yours, do hereby agree to be bound by the terms and conditions as defined in this agreement for the rental of the Banquet Room located at 306 Byron Street, McGrann, Pa. 16236.

Date of the Event or Reservation: _____

Type of Event: _____

Estimated number of attendees: _____

Event Start Time: _____

Event End Time: _____

Manor Township Contacts:

Jill Davis 724-859-6737

Renter Contact information:

Name: _____

Address: _____

Telephone: _____ 2nd Phone: _____

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1. Alcohol

- No alcoholic beverages are permitted on the premises, including the parking lot.

2. Liability

The renter will indemnify and hold harmless Manor Township for any damages or action seeking damages as the result of any injuries, death, or damage which may occur as result of any accident arising from the event, or otherwise resulting from negligence, actions or conduct of the renter or any of their guests. Manor Township is also not responsible for any lost, stolen, or damaged items before, during or after the event.

3. Damage by Fire, Other Cause or Natural Disaster

In the event the premises shall be damaged by fire, wind, flood, storm, civil commotion, or other unavoidable cause within 180 days of the scheduled event, this rental agreement shall at the Manor Township Supervisors discretion be terminated and all payments made hereunder shall be refunded if so terminated. In addition, the renter waives and releases Manor Township from any and all direct or consequential damages as a result of Manor Township's inability to fulfill the terms of this agreement.

In the case of a major local disaster requiring the use of the Banquet Room or facility as an Emergency Operations Center or shelter shall take precedence over any previously scheduled rental event.

4. Purpose or use of the Facility

The use of the Banquet Room is restricted to the event defined above and for no other purpose. The Maximum capacity is 100 persons at any time, as specified in our building occupancy permit. Violation of the seating capacity will result in a suspension of the event until compliance is restored. This will be enforced in order to ensure the safety of guests and protection of the property as well as maintaining compliance with the Pennsylvania Fire Code.

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5. Catering

Caterers may use the kitchen area for staging of food only. Renter is not permitted to use the kitchen area for food preparation.

6. Clean-up

The renter is responsible for cleaning up all decorations, bottles, cans, cups, table covers, etc. prior to leaving. The Renter is responsible for wiping off tables and chairs. All trash and garbage must be bagged and placed in our dumpster.

7. Set-up and Decorations

Centerpieces and indoor freestanding decorations are allowed. Wall hanging are limited and cannot be hung by nails, screws, thumbtacks, or permanent adhesives. The use of confetti or tape/tacks applied to the walls or ceiling is prohibited.

8. Non-Smoking Facility

No smoking or chewing tobacco is permitted. This includes vaping, electronic cigarettes, cigars, and pipe tobacco are not permitted. Smoking receptacles are provided outdoors and should be used.

9. Nuisance Control

Manor Township reserves the right to ask you to lower your volume of music. Renter will be held responsible for the conduct of all guests and will be liable for any damage to the premises or contents, including but not limited to tables, chairs, fixtures, or equipment with the exception of the breakdown due to normal wear and tear. Standing on chairs or sitting/standing on tables is prohibited. Unruly or abusive behavior will not be tolerated and visitors and violators will be asked to leave or will be escorted off the premises if necessary. This is to ensure the safety of all guests and to protect the premises. A Manor Township representative will occasionally observe the event for compliance and the Manor Township representative has the final authority of your guests.

10. Additional Restrictions

1. Doors and Fire Escapes are not to be blocked at any time.

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2. The use of pyrotechnics and any form of illegal or legal fire work is strictly prohibited.
3. No illegal activities or drugs are permitted.
4. No Parking in the grass and other designated no parking areas.

12. Payment

Non-Refundable Payment in full is required when this agreement is signed. Payments can be made in the form of cash, personal Check or Cashier's Check. We **do not** accept credit cards or debit cards.

Payment Schedule	Due Date
\$110.00	Due upon signing the agreement

13. Additional Terms (If NONE, Check here _____)

14. Entire Agreement

By reading and understanding the above terms and conditions, I/WE agree to abide by all terms and conditions and by payment of the rental fee in the amount of \$110.00, and by signing of this contract, I/We enter into agreement.

Manor Township

Renter

By _____

Date: _____

Date: _____

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