



RENTAL AGREEMENT

PLUM COMMUNITY CENTER (PCC)

499 CENTER-NEW TEXAS ROAD-PGH. PA, 15239

Phone: 412-795-2330

www.plumcommunitycenter.org

CLIENT INFORMATION

Room Rented and Event Type	Date of Rental:
Customer Name:	Cell Phone: Home Phone
Customer Address:	Customer email:
Start Time: End Time:	PCC Staff:

RENTAL FEE SCHEDULE

Room Name	Total People	Room Rental/Fees (limited kitchen access, ice machine, hot box, sinks, limited use of refrigerator, cleaning supplies.)	Total Cost
Community Room	150	\$500.00 for 6 hours	
Plum Café	80	\$350.00 for 6 hours	
Fitness Room	40	\$150.00 for 4 hours	
Conference Room	15	\$50.00 per hour (small meetings)	

ADDITIONAL SERVICES AND OPTIONS

Kitchen Access	\$150.00 Fee for private caterer to use kitchen of kitchen to prep and cook food, which would require access to ovens and dishwasher.	
Coffee Service	\$1.00 per person Coffee (regular and decaf, tea bags, coffee cups, sugar and creamer)	
Technology Rental	\$25.00 (per room) Large screen TV, PC, Microphone and Speakers	
Total Fees		

Security Deposit (to hold date) deposit will be refunded 15 days after event.	Check # Date Received:	\$100.00
1 st Payment (one half of the rental fee)	Check # Date Received:	
Balance Due Payment (due 14 days before event or cash day of event) Date:	Check # Balance Due: Date Due:	

RENTAL POLICY & AGREEMENTS

This rental agreement ("Agreement") is made by and between the Plum Community Center (PCC) and _____, ("Renter"). Intending to be legally bound, the parties hereby agree as follows: 1. Rental Date: PCC shall allow the Renter use of the Plum Community Center located at 499 Center New Texas Road on _____, 20__ ("Rental Date") for purposes of _____ (the "Event").

- Rental Fee:** The Renter shall have to use the designated room choice noted on this facing page of this Agreement for the rental time indicated. When finished, it is the responsibility of the Renter to clean up the facility and return the Room to the table and chair configuration in which the Room was found. The Renter shall pay \$_____ ("Rental Fee") for the use of the facility and other designated fees. **NOTE:** The Rental Fee must be paid no less than fourteen (14) days before the Rental Date. If not received five days before the rental date, then a cash or money order must be applied. This Agreement and all prices are subject to change. Checks can be made payable to Plum Community Center. The Renter shall be provided access to set up the Hall on the Rental Date as mutually agreed upon by the parties. If the Renter desires to set up the day before the Rental Date, and the Hall is available, the Renter shall pay an additional \$75. (Not always available in Summer Months)
- Deposit:** In addition to the Rental Fee, the Renter shall pay a deposit of \$100.00 ("Deposit") when this Agreement is signed. The Deposit will be refunded to the Renter subject to the terms of this Agreement and completion of the End of Night Responsibilities list provided to the Renter with this Agreement. Deposits are refunded the following month of your rental, if conditions were satisfactorily met.
- Cancellation:** In writing, PCC must receive a cancellation request at least thirty (30) days before the Rental Date. If the Renter cancels less than thirty (30) days before the Rental Date, Renter's Deposit shall be forfeited.
- Cleanup:** The Renter is responsible for cleaning the Room Rented, Kitchen, and Patio area. Renter shall remove all trash from the Room, Kitchen, and Patio area. Trash shall be placed into garbage bags and placed in the dumpster located next to the garage. Any items left on the PCC property shall be considered trash and will be disposed of by the Hall Association. In addition, the Renter shall return all tables and chairs to rooms if they are moved to the party area. If the Renter fails to clean up the Hall, Kitchen and Patio area adequately, the Renter shall forfeit the Deposit. Garbage bags and cleaning supplies will be provided as part of rental fee.
- Damages:** The Renter shall be responsible for any and all damage that occurs to the Hall or Grounds during the event. If damage occurs, the Renter shall forfeit the Deposit. If the damage is more than the Deposit, the Renter shall pay the excess amount to PCC within ten (10) days of receiving a damage report and associated costs.
- Decorations:** No decorations of any kind may be taped, glued, nailed, stapled, or in any way fastened to the walls or ceilings of the Hall. Renter shall forfeit the Deposit if Renter fails to comply.

7. **Security:** The Renter shall be aware the building, and surrounding areas are under video surveillance.
8. **Capacity:** Room capacity is listed in this Agreement. The total number of people should not exceed the room capacity during the event.
9. **Smoking: The Hall is a non-smoking facility.** Any violation of this item shall forfeit your security deposit, and the individual may be asked to leave the facility. The Renter shall ensure that no one smokes in the Hall during the event. Renter shall be responsible for any fines or violations.
10. **Alcoholic Beverages:** Renter agrees that should alcoholic beverages be served at the Event, Renter shall not serve or allow alcoholic beverages to be given to anyone less than twenty-one (21) years of age, to anyone who appears visibly intoxicated, or in violation of any applicable law or regulation. Only beer and wine are permitted unless the Renter agrees to hire and pay an insured bartender to serve hard alcohol.
11. **Lost/Stolen articles:** The Hall Association is not responsible for lost or stolen articles.
12. **Indemnification/Hold Harmless:** Renter agrees to indemnify and hold harmless the Hall Association, its affiliates, officers, directors, agents, servants, employees, and representatives from and against all liability, claims, lawsuits, fines, violations, damages, losses, and expenses, including attorneys' fees and costs of defense, arising out of or relating in any way to the Renter's use of the Hall, including but not limited to those associated with the service of alcoholic beverages.
13. **Insufficient Funds:** Any check returned for "Insufficient Funds" or any other reason, will result in legal action and be pursued to the full extent of the law, and restitution will include an additional \$100.00 to be added to the rental cost as well as any other costs associated with the actions required to collect
14. **Technology Rental Fee:** The Renter shall pay \$ 25.00 ("Rental Fee") to use the large screen TVs, personal computer, and attached sound system. Renter shall be responsible for all damage that occurs to the television and associated equipment. If damage occurs, the Renter shall forfeit the Rental Deposit. Renter shall pay the excess amount to the Hall within ten (10) days of receiving a damage report. Renter Assumes the total cost of replacing the system, and PCC is not responsible for lost or stolen remote controls.

I have read the contract, and I accept the conditions outlined above.

SIGNATURE: _____

DATE: _____

Print Name: _____

Note: All PCC Office space is off limits.

Renters End of Event Duties

1. Remove all tablecloths, tape and decorations, and items and wipe down all tables
2. Wipe down any counters and countertops that were in use
3. Wipe down the kitchen sink, all stainless tables and surfaces used
4. Turn off the hotbox if used, and make sure the ice machine door is closed and the ice scoop is in the proper container
5. Return Room to the following table layout configuration, and make sure all floors are swept clean and mopped if necessary.



6. Gather all garbage and take it to the dumpster located next to the garage
7. Make sure, and any strewn garbage from outside is collected and disposed

8. Outside Patio (summer months), ensure all tables are wiped clean, the trash is collected, the Patio is swept, and furniture put back as found.
9. PCC staff will meet you 30 minutes before the end of your event to help answer questions, provide additional supplies and lock the center.
10. Thank you for renting Plum Community Center. We hope your event was a success.