

**CITY OF LOWER BURRELL
PARK FACILITIES RENTAL RULES AND REGULATIONS**

- 1) To hear details about Fisher Hall, choose option “5” when calling City Hall at 724-335-9875. To make a reservation for the hall or pavilion, you MUST call 724-335-9875, extension 208 to book a particular date. The web site has available dates posted on it.
- 2) All reservations must be applied for by mail on the City application, completed and signed by the permittee. All incomplete applications will be returned unprocessed.
- 3) Permittee must be 18 years of age or older.
- 4) Return application and **MAKE CHECK PAYABLE TO:**

**City of Lower Burrell
Attn: Park Rentals
2800 Bethel Street
Lower Burrell, PA 15068**

- 5) A \$25.00 fee will be imposed on all returned checks.
- 6) **REFUNDS FOR CANCELLATIONS** will be available with a minimum of two (2) weeks notice. Refunds for cancellations with less than two (2) weeks notice will be available provided the Hall is re-rented. **NO REFUNDS** will be granted for cancellations due to inclement weather. **A \$10.00 processing fee will be assessed on all cancellations.**
- 7) Inquiries regarding your reservation should be directed to Nita at 724-335-9875, extension 208, Monday-Friday, 9:00 a.m. to 5:00 p.m. **The key for Fisher Hall must be picked up weekdays by 5:00 p.m. at City Hall for any/all reservations. And must be returned the next business day by 5:00 p.m.**
- 8) **THE SUB-LEASING OF CITY FACILITIES IS PROHIBITED.**
- 9) No alcoholic beverages are permitted.
- 10) The permittee is bound by all City Rules and Ordinances as though the same were inserted herein.
- 11) The permittee hereby agrees to hold the City harmless and releases and discharges the City for any and all claims for damages or injuries to persons or property resulting from the use of the facility or City property. The permittee will be responsible for any and all damages to City property including, but not limited to, abnormal wear and tear.
- 12) One adult chaperone is required for every ten (10) children in Fisher Hall.
- 13) Rental fees, deposits and other fees are as follows:

Pavilions – Rental amount includes a \$15 deposit.

	Resident	Non-resident
K-9 Officer Derek Kotecki Memorial Park	\$50.00	\$55.00
Burrell Lake Park	\$55.00	\$60.00

Fisher Hall

Resident	Rental \$150.00 per day	Deposit \$100.00
Non-Resident	Rental \$200.00 per day	Deposit \$100.00

- 14) The deposit is due one week after you have booked your date.
- 15) The rental fee is due within two months after you have booked your date. Non-payment of all fees, as stipulated, will result in forfeiture of the reservation and all monies paid.
- 16) Deposits of \$100.00 for Fisher Hall will be refunded provided the facilities are left clean and undamaged. Deposits of \$15 on pavilions will be refunded provided the garbage was emptied into the nearest dumpster, decorations and road signs removed, and pavilion left clean.
- 17) Fisher Hall will be closed on the following days: New Years Eve, New Years Day, Easter, Thanksgiving, Christmas Eve, and Christmas Day.