



BOROUGH OF APOLLO

P.O. Box 306 • Apollo, PA 15613 • Phone 724-478-4201 • Fax 724-478-4923 • boroughclerk@apollopa.org

OWEN'S GROVE RENTAL APPLICATION

Name of Applicant(s): _____

Address: _____

Phone: _____

Briefly Describe activity planned: _____

Number of People expected to attend: _____ Time building is to be opened: _____

FACILITY REQUESTED

Date requested: _____

Park Hall Address
631 N. Second St.
Apollo, PA 15613

- SOLDIERS & SAILORS HALL
- PAVILION NO. 1 (*located near tennis courts*)
- PAVILION NO. 2 (*located near N. Second Street*)
- GAZEBO
- PAVILION NO. 3 (*Located near Soldiers & Sailors Hall*)

RENTAL TERMS AND CONDITIONS

- Renter/Participants will abide by the rules and regulations governing the use of the park facilities, and agrees to abide fully thereby.
- All parties acknowledge that the use of alcoholic beverages within the confines of the park is prohibited. Violation of this section will result in forfeiture of security deposit and citation(s) filed at the Magistrate.
- Renter/Participants shall be responsible to clean-up the facilities used and provide for the appropriate disposition of trash in the dumpsters provided behind the building. Renter, and any party actually causing any damage or destruction, shall be responsible for any and all damages. The security deposit will not be returned if the facility is not cleaned and returned to good condition.

ON BEHALF OF MYSELF/THE ABOVE ORGANIZATION, I/WE UNDERSTAND AND AGREE THAT ALL FACILITY RENTALS ARE SUBJECT TO THE TERMS AND CONDITIONS SET FORTH IN THE CONDITIONS ABOVE.

_____/_____/_____
Date

Signature (Include title if rented by an organization)

**** Please return this completed contract with two checks (1 -- rental fee & 1 -- deposit)**

FEE PAID: \$ _____ CHECK NO.: _____ DEPOSIT PAID: \$ _____ CHECK NO.: _____

OWENS GROVE RENTALS

HALL

SOLDIERS/SAILORS HALL	MONDAY - FRIDAY	125.00
SOLDIERS/SAILORS HALL	SATURDAY & SUNDAY	200.00
SECURITY DEPOSIT	SUNDAY - SATURDAY	100.00

PAVILIONS

PAVILIONS 1 & 2	MONDAY - FRIDAY	30.00
PAVILIONS 1 & 2	SATURDAY & SUNDAY	40.00
PAVILION 3	MONDAY- FRIDAY	20.00
PAVILION 3	SATURDAY & SUNDAY	30.00
SECURITY DEPOSIT	SUNDAY - SATURDAY (ALL PAVILIONS)	75.00

GAZEBO

GAZEBO	SUNDAY- SATURDAY	50.00 per event
SECURITY DEPOSIT	SUNDAY - SATURDAY	75.00

When renting at Owens Grove Park, you are required to write 2 separate checks/money orders both made payable to Apollo Borough.

The rental check must be dated for the date submitting the request. The security check must be dated for the date of the event. If using a money order for the security deposit, leave the payable blank and sign the bottom of the money order.

No cash, debit or credit cards accepted. If the date requested is less than 2 weeks away, the rental payment **MUST** be in the form of a Money Order.

Reservations are not recorded until the contract and method of payment is received at the Apollo Borough Office. Reservations can't be "held". You have 1 week to submit paperwork and payments to secure your desired rental date.

After 1 week, please call to confirm if the date is still available. If we mail or email you an application and you change your mind on the rental, please call the Borough Office to let us know.

ADDITIONAL INFORMATION

Hall

The Hall is available April - mid December.

The Hall is open 10:00am to 8:00pm

The Hall has a capacity of 54 people (8 tables/54 chairs for your use)

Restrooms available for Hall rental only

Pavilion/Gazebo

The Pavilions/Gazebo are available year-round (weather permitting)

Electricity is available upon request at Pavilions/Gazebo

The park closes at sundown.

Port-a-potty available April-October for Pavilion/Gazebo rentals

The reservations first come/first served

If you need to change the time on your contract for when you need the Hall open or need to cancel your event, please notify the Apollo Borough Office by 1:30pm the Friday before your event if your event is on the weekend. If it is during the week, you must notify the Office by 1:30pm the day before it is rented. Apollo Borough Office is open 8:30am to 1:30pm Monday-Friday

PAVILION 1 - by basketball court/old tennis court

PAVILION 2 - closest to N. 2nd Street

PAVILION 3 - Pavilion beside Soldiers & Sailors Hall

RENTAL RULES FOR SOLDIERS AND SAILORS HALL

THE PERSON WHO SIGNS THE CONTRACT IS RESPONSIBLE FOR ALL RENTAL RULES

● **VERY IMPORTANT: THE FRONT DOOR MUST BE LOCKED FROM THE INSIDE WHEN YOUR EVENT IS OVER AND EXIT OUT THE KITCHEN DOOR. IF LEFT UNLOCKED AND DAMAGES OCCUR, YOU WILL BE RESPONSIBLE FINANCIALLY FOR ALL DAMAGES.**

AT NO TIME AFTER THE DOOR IS UNLOCKED FOR YOUR EVENT, SHOULD THE BUILDING BE LEFT UNATTENDED DURING YOUR RENTAL.

THE HALL IS UNDER CAMERA SURVEILANCE.

THE HALL IS REQUIRED TO BE RETURNED IN THE SAME CONDITION IT WAS GIVEN TO YOU OR YOUR SECURITY DEPOSIT WILL NOT BE RETURNED. EVEN IF ONE ITEM IS NOT COMPLETED IN ITS ENTIRETY, YOU FORFEIT YOUR DEPOSIT, NO PARTIAL PAYMENTS WILL BE RETURNED.

● No pushpins, staples, or tape directly on the walls, tables, light fixtures, floors, windows, or ceiling.

● All floors must be swept and mopped completely, in the kitchen, main floor and both bathrooms. There is a mop and bucket in the kitchen. You only need water to mop the floors.

● Tables must be cleaned – no food/crumbs left on the tables. The tables may remain on the floor or can be folded and stacked.

● Chairs must be hung on the chair rack.

● Kitchen sink must be cleaned and free of food in the strainers. Also, kitchen shelves must be wiped down.

● Bathroom sinks must be cleaned, toilets and urinals flushed.

● All garbage is to be bagged and placed in the outside dumpster.

The only supplies provided are a roll of paper towels in the kitchen and paper towels and toilet paper in the bathrooms. You must supply your own table coverings.

● No smoking inside the building at any time. Proper disposal of cigarette butts outside would be appreciated.

● Alcohol is NOT permitted in the building or anywhere in Owens Grove Park.

The Hall is inspected after every event, pictures are taken of any of the above NOT completed. If your security deposit is not returned, you will receive a letter stating why.

The Hall is available April-mid December. The Hall is open from 10am to 8:00pm.

The Hall has a capacity of 54 people. There are 8 tables and 54 chairs for your use.

You may bring additional tables if needed.

The Hall is air conditioned. Only the Apollo Borough employees may change the thermostat. If you open the windows, please make sure they are locked when you are done.

RENTAL RULES FOR OWEN'S GROVE PARK PAVILIONS

THE INDIVIDUAL WHO SIGNS THE RENTAL CONTRACT IS RESPONSIBLE FOR ALL RENTAL RULES TO BE FOLLOWED BY GUESTS.

- ◆ No dogs permitted in the park.
- ◆ All garbage to be bagged and placed in the dumpster behind the building (must supply your own bags).
- ◆ Renter and guests must obey ALL Owens Grove Park Rules.
- ◆ Proper disposal of cigarette butts would be appreciated.
- ◆ A port-a-potty is available for Pavilion rental from April – October. Restrooms in the building are for people renting the Hall and their guests.
- ◆ No alcoholic beverages permitted anywhere at Owens Grove Park
- ◆ Please have your yellow copy of the contract with you at your event, in case other Park Patrons attempt to use the Pavilion that you rented.
- ◆ You may put up moveable tents.
- ◆ Please let the Borough Office know if you need electricity at the Pavilion.
- ◆ Vehicles are not permitted to be driven through the Park.
- ◆ Vehicles are not permitted to be parked on the grass by the fence (N. 2nd St.)
- ◆ Rental of the Pavilion may be any time during the day, however, you must be cleaned up and leave by sundown.
- ◆ In case of any emergency, please dial 911.
- ◆ Please make sure all decorations are removed from Pavilion after use.

VIOLATION OF THE ABOVE RULES MAY RESULT IN FORFEITURE OF SECURITY DEPOSIT. RENTER IS RESPONSIBLE FOR ANY AND ALL DAMAGES THAT OCCUR TO THE TABLES AND/OR BENCHES. THE SECURITY DEPOSIT WILL NOT BE RETURNED IF THE PAVILION IS NOT CLEANED UP AFTER YOUR EVENT. THE PAVILIONS ARE INSPECTED BEFORE THE SECURITY DEPOSIT IS RETURNED.

The Apollo Borough Office is open Monday – Friday 8:30am to 1:30pm (unless posted on the door) if you have any questions and/or want to confirm your reservation. The Apollo Borough Office phone number is 724-478-4201.

RENTAL RULES FOR THE GAZEBO

THE INDIVIDUAL THAT SIGNED THE RENTAL CONTRACT IS RESPONSIBLE FOR ALL RENTAL RULES TO BE FOLLOWED BY GUESTS

- ◆ Rental of the Gazebo may be any time during the day; however, must be cleaned up and you must leave by sundown.
- ◆ No dogs permitted in the park.
- ◆ No pushpins, staples or tape directly on any part of the Gazebo.

YOU WILL FORFEIT YOUR SECURITY DEPOSIT IF ANY DAMAGES ARE DONE BY USING THE ABOVE ITEMS

- ◆ All garbage is to be bagged and placed in the dumpster behind the building (must supply your own bags).
- ◆ Renter and guests must obey ALL Owens Grove Park Rules.
- ◆ Proper disposal of cigarette butts would be appreciated.
- ◆ A port-a-potty will be available April- October. You must rent the Hall separately if you wish to use the restrooms.
- ◆ No alcoholic beverages permitted anywhere at Owens Grove Park.
- ◆ Please let the Borough Office know if you need electricity at the Gazebo.
- ◆ In case of emergency, please dial 911.
- ◆ The Borough does not supply tables and chairs for the Gazebo.

VIOLATIONS OF THE ABOVE RULES MAY RESULT IN FORFEITURE OF SECURITY DEPOSIT. RENTER IS RESPONSIBLE FOR ANY AND ALL DAMAGES THAT MAY OCCUR TO THE GAZEBO AND AREA SURROUNDING THE GAZEBO.

THE SECURITY DEPOSIT WILL NOT BE RETURNED IF THE GAZEBO IS NOT CLEANED UP AFTER YOUR EVENT. THE GAZEBO WILL BE INSPECTED BEFORE THE SECURITY DEPOSIT IS RETURNED.

The Apollo Borough Office is open Monday-Friday 8:30am to 1:30pm.

If you have any questions and/or want to confirm your reservation you may call the Borough Office at 724-478-4201.

Owens Grove Park
Soldiers and Sailors Hall/Pavilions/Gazebo
Cancellation Policy

The building may be rented from 10:00am to 8:00pm. If weather cancels your event, you will have to notify the Apollo Borough Office within 24 hours of your event or your \$100.00 security deposit will not be returned.

Fees for April through December are as follows:

\$125.00 to rent Soldiers & Sailors Hall on Saturday and Sunday

\$75.00 to rent Soldiers & Sailors Hall on Monday through Friday

Security Deposit to rent Soldiers & Sailors Hall is \$100.00 every day

\$40.00 to rent Pavilions #1 and #2 on Saturday and Sunday

\$30.00 to rent Pavilions #1 and #2 on Monday through Friday

\$30.00 to rent Pavilion #3 on Saturday and Sunday

\$20.00 to rent Pavilions #3 on Monday through Friday

\$50.00 per event to rent the Gazebo

Security Deposit for all pavilions and Gazebo is \$75.00 every day

Cancellation Policy for April through December for Hall, Pavilions and Gazebo

Saturday and Sunday rentals: You must notify the Apollo Borough Office by the Friday before the event by 1:30pm. If cancellation is after that time, your security deposit will not be returned.

Monday through Friday rentals: You must notify the Apollo Borough Office by 1:30pm the day before your rental. If the cancellation is after that time, your security deposit will not be returned.

- Soldiers and Sailors Hall is rented from 10:00am to 8:00pm
- The Pavilions are available until the Park closes at Dusk
- Please have your yellow copy of the contract with you at your event (it will be mailed back to you when you pay for the event –please mail to the Borough Office all 3 copies)
- The restrooms are for Soldiers and Sailors Hall rentals only
- A port-a potty will be available from April to October for Park use
- You must notify the Apollo Borough Office if you require electricity at the Pavilions or Gazebo
- All rules must be followed or security deposit will be returned