

HALL RENTAL APPLICATION
MORTON BOROUGH HALL
500 HIGHLAND AVENUE MORTON PA 19070

610-543-4565

This AGREEMENT MADE ON THE _____ day of _____, 20____ between the BOROUGH of Morton,
hereinafter called the LESSOR,
and _____ Of _____

Hereinafter, called the LESSEE IT IS HEREBY AGREED THAT THE Lessee pay the sum of \$ _____

Dollars to the Lessor to lease onto the Lessee, the Gymnasium, located at 500 Highland Avenue Morton PA on
the _____ day of _____ 20____.

Between the hours of _____ and _____ for a (4hour rental) to be used for the purpose of a
_____ with _____ number of people .Maximum 175

1. A deposit of **\$150.00** is required by the Lessee to reserve the Gymnasium for the use by Lessee on the above stated date, and shall be paid upon receipt of the Agreement to the Lessor. Lessee shall sign this Agreement, return it along with the **Deposit**. This deposit shall be held by the Lessor to secure the return of the property, which is subject to this lease to the Lessor in good condition. The deposit shall be refunded to the Lessee approximately 30 days after the event is over and that the hall has been left in good condition.
2. No equipment shall be removed from the premises. **Lessee shall pay for all damage to the leased premises and equipment of the premises.**
3. The deposit shall be applied against any damage, **both inside and outside, including equipment.** The Lessee shall also be responsible for children playing outside who may deface Borough property. If damage exceeds the amount of deposit, Lessee shall pay the balance of damage to Lessor within thirty (30) days from the end of the term above stated.
4. ***DEPOSIT IS NON-TRANSFERABLE AND NON-REFUNDABLE IN THE EVENT OF A CANCELLATION*by Lessee**
5. Lesser shall be responsible for the protection of his/her guests and shall be responsible for the protection of the personal property of his/her guests.
6. Lessee must vacate the premises **within 45 minutes** after the party/event has ended.
7. If event on leased premises continues beyond the contracted hour, the Lessor, will charge the Lessee an additional **\$100** for the extra hours, and the **\$150 deposit** held by the Lessor will not be refunded. **No event will exceed 10:00 PM for any rentals.**
8. Lessee shall at all times maintain peace and good order and shall commit no nuisance within or outside of the Premises.
9. **RENTAL MUST BE PAID IN FULL FOURTEEN(14) DAYS PRIOR TO RENTAL DATE unless it is a REPASS. If full payment is nor received within the 14 days prior to the event, an administrative fee of \$50.00 will be applied to the balance of the rental for late payment. If full payment is not received within one week before the due date , the Lessee will forfeit the rental of the hall and security deposit of \$150.00.**
10. Lessee is not permitted to use party confetti or glitter in the hall or your deposit will not be refunded. All decorations are to be removed.
11. Please indicate by your initials that you have read and understand conditions #9 & #10 in their entirety. _____
12. **NO ONE WILL BE PERMITTED AQCCCESS UNTIL ONE(1) HOUR PRIOR TO RENTAL.**

DEPOSIT RECEIVED _____

BY Lessor _____

RENTAL RECEIVED _____

Lessee _____

PHONE/EMAIL

Morton Borough
Hall Rental Information

500 Highland Avenue
Morton, PA 19070
610-543-4565

FEES: There are **two (2)** fees to rent the hall: a Security Deposit and a Rental Fee. The Security deposit is refunded provided there is no damage done to the property; however, **it is forfeited in the event of a cancellation or damage to the hall.**

Security Deposit \$150.00
(Security Deposit refunds are mailed approximately 4 weeks after event)

Friday, Saturday and Sunday Rental Fee \$550.00
Gymnasium
Morton Residents only Discount per 4hr rental **-\$100.00**

Hall rentals are four hours and **MUST BE OVER BY 10:00 P.M. YOU WILL HAVE NO MORE THAN 45 MINUTES** clean up time after your scheduled rental time is up before vacating the premises or risk forfeit of deposit. Renter is responsible to breakdown tables & chairs, empty trash cans (**deposit in blue trash cans located outside the Borough garage**), clean up kitchen & sweep floor of any food.

The rental fee must be paid in full 15 days in advance of the event or lessee will incur a \$50.00 late fee. If full payment is not received within one week before the due date, the lessee will forfeit the rental of the hall and security deposit of \$150.00

There is a minimum 2 hr rental of \$250 + an additional \$125 per extra hours + \$125 for deposit(refundable)additionally there is no discount (no exception)

Basketball rental fee is \$55/hr- minimum of 2hrs paid in full at time of requested rental

The Gymnasium capacity is 175 people. However, this being the absolute maximum, as it would get crowded. It is recommended per (the Fire Marshal's Code) to have 175 people or less.
Tables and chairs are included with the rental events to be held in the **GYM ONLY**.

NO ALCOHOLIC BEVERAGES ARE ALLOWED

Lessees will have full use of the kitchen to re-heat their food, which includes oven and stovetop. **You are not allowed to cook per the Fire Marshal.** The hall is handicap accessible and has 2 bathrooms.

Approve By Morton Borough President/Manager

Please refer to your contract for other pertinent information. If you have any questions don't hesitate to call the office at 610-543-4565 Monday thru Friday 8:30 A.M. to 4:30 P.M.