RENTAL DATE _____

Office Use: PAID IN FULL: YES ____ NO_____

PITCAIRN SUGAR CAMP APPLICATION

Borough of Pitcairn
609 Broadway
Pitcairn PA 15140
412-372-6500 / Fax: 412-373-1464

- **RENTAL FEE & SECURITY (DAMAGE) DEPOSIT FEE Due at Time of Reservation.** *(Rental Fee will be deposited at time of reservation. Security (Damage) Deposit Fee will be returned if **ALL** conditions are met.* ***(Required: Two Separate Checks; if Cash/ Money Order are used, all will be deposited. Security Deposit will be returned by check, if All requirements are met.)***
- ***Applications Accepted 12 Months Before Rental Date***

Applicant Name_____

Organization _____

Purpose of Use_____

Street_____**City**_____**Zip**_____

Telephone _____ **Cell** _____

Approximate number expected to attend _____

E-Mail Address_____

Driver's License No._____ **Facility Includes, Pavilion, Kitchen and Restrooms**

Insurance Certificate attached if needed: (Check One) Yes _____ **No** _____

Start Time _____ **AM/PM** **End Time** _____ **AM/PM**

Sugar Camp Fees

	Amount	Check As Applicable	Check# / Cash	Date Paid	Accepted & Initialed By Borough Employee:
Resident Rental Fee	$100. 00				
Non Pitcairn Rental Fee	$150.00				
Alcohol Permit Fee	$100.00				
Security (Damage) Deposit Fee *(Refundable if **All** conditions are met)*	$100.00				
Cancellation Fee	$25.00				

Total Amount Due _____

Security (Damage)Deposit Fee Return Date: _____ **Amount Returned:** _____

Sign & Date the Following Sugar Camp Rental Agreement.

Sugar Camp Rental Agreement

The Applicant and/or Organization AGREES, to abide by the rules in effect and to leave Pitcairn's Sugar Camp Facilities in good condition. The Applicant and/or Organization will report any damage done to the facility during their rental to the Pitcairn Borough Office at 412-372-6500, 609 Broadway, Pitcairn, PA 15140.

The Applicant and/or Organization further AGREES NOT to hold the Borough of Pitcairn, it's employees, Departments and/or Representatives responsible for any accident and/or injury resulting from, or in any way related to the use of this facility.

The Applicant and/or Organization AGREE THAT NO PERSON OR GROUP SHALL PARK PAST THE BRIDGE. IT CAN BE USED FOR THE LOADING AND/OR UNLOADING OF FOOD, EQUIPMENT, AND/OR PERSONS ONLY. THE VEHICLE(S) MUST THEN PROMPTLY BE PLACED IN A LEGAL PARKING AREA.

ALCOHOL PERMIT MUST BE PURCHASED. ***The Applicant and/or Organization may serve Alcoholic Beverages to group members and/or guests, and may permit them to bring their own Alcoholic Beverages. Alcoholic Beverages MAY NOT be sold at the facility. The Applicant and/or Organization are responsible for the alcohol consumption of their guests and/or members, and any injuries caused by guests and/or members alcohol consumption. Any price of admission to your party or event MAY NOT include a charge for Alcohol. Alcohol is not to be served to any guest or member under the age of twenty-one (21)***

The Applicant and/or Organization AGREE that if the Applicant and/or Organization have Outside Volunteer and/or Paid Entertainment, the Applicant and/or Organization must have Insurance that has Pitcairn Borough named as the Insured. This documentation must be presented Sixty (60) days in advance of the Sugar Camp Rental Date.

Applicant and/or Organization AGREE to call 412-856-1111 and ask for a Pitcairn Police Officer when the Applicant and/or Organization leaves before dusk or end time. Applicant and/or Organization AGREE this is the responsibility of the Applicant and/or Organization, and the Applicant and/or Organization will be held responsible for any damage resulting from NOT complying with this action.

The Applicant and/or Organization AGREE if a Police Officer is needed for this Event, the Applicant and/or Organization will be billed the hourly rate of the Police Officer.

The Applicant and/or Organization CERTIFY that the Applicant and/or Organization has been given a copy of the RULES and REGULATIONS for the rental of Sugar Camp, and that the Applicant and/or Organization understand and agree to abide by them.

Applicant and/or Organization further understand that any expenses to Pitcairn Borough, related to any damage of Sugar Camp, or ANY violation to the Rules and Regulations will result in a deduction or forfeit of the Security (Damage) Deposit Fee, and will subject the Applicant and/or Organization to further fines and/or penalties.

The information Applicant and/or Organization have provided is true and correct to the best of the Applicant and/or Organization's knowledge. The Applicant and/or Organization understand that this permit can be revoked, and the event terminated, and all fees forfeited for falsification of information, or failure to comply with the rules and conditions set forth.

_____ _____

Signature of Applicant and/or Organization **Date**

SUGAR CAMP RULES AND REGULATIONS

IF ANY RULES OR REGULATIONS ARE NOT FOLLOWED, THIS WOULD CONSTITUTE LOSS OF SECURITY (DAMAGE) DEPOSIT FEE.

- **The granting of this request is hereby subject to the rules, regulations, and conditions specified by the Borough of Pitcairn and the Parks and Recreation Committee.**
- **SUGAR CAMP CLOSES AT DUSK. ALL PERSONS MUST VACATE BY DUSK. IF YOU LEAVE BEFORE DUSK, YOU MUST CALL 412-856-1111 AND ASK FOR A PITCAIRN POLICE OFFICER TO LOCK UP. IT IS YOUR RESPONSIBILITY TO CALL THE PITCAIRN POLICE AT 412-856-1111.**
- **NO PERSON OR GROUP SHALL PARK PAST THE BRIDGE. THIS CAN BE USED FOR THE LOADING AND/OR UNLOADING OF FOOD, EQUIPMENT, AND/OR PERSONS ONLY. THE CAR/CARS MUST THEN PROMPTLY BE PLACED IN A LEGAL PARKING AREA.**
- **The Borough of Pitcairn, it's employees, Departments and/or Representatives are not to be held responsible for any accident and/or injury resulting from or in any way related to the use of this facility.**
- **The Applicant and/or Organization shall assume full responsibility for any accident and/or injury.**
- **The Applicant and/or Organization will rigidly enforce all the rules, ordinances, State Laws and Federal Laws for all persons attending the function.**
- **ALCOHOL USE: THIS APPLIES ONLY IF AN ALCOHOL PERMIT IS PURCHASED. The Applicant and/or Organization may serve Alcoholic Beverages Free to group members or guests, and permit them to bring their own Alcoholic Beverages. Alcoholic Beverages MAY NOT be sold at the facility. Any price of admission to event MAY NOT include a charge for Alcohol. The Applicant and/or Organization are responsible for the alcohol consumption of their guests and/or members.**
- **The Applicant and/or Organization certifies that NO ALCOHOL shall be served on the Premises to any Person UNDER the Legal Age of 21 Years Old.**
- **If the Applicant and/or Organization have Outside Volunteer and/or Paid Entertainment, the Applicant and/or Organization must have Insurance that has Pitcairn Borough named as the Insured. This documentation must be presented Sixty (60) days in advance of the Park Building Rental Date.**
- **The Applicant and/or Organization shall remove ALL decorations, wipe up any spills, and remove ALL EVIDENCE OF USE, and the Applicant and/or Organization must dispose of all trash/litter in the receptacles provided for such purpose. THE SUGAR CAMP PARK MUST BE IN THE SAME CONDITION WHEN YOU LEAVE, AS YOU FOUND IT**
- **Reservations will be accepted up to 12 months in advance.**
- **The Applicant and/or Organization AGREES, as a condition upon which this permit is granted, to reimburse the Borough of Pitcairn the cost of any property damage sustained as a result of the activity conducted or sponsored by the Applicant and/or Organization. The cost of repairs shall first be taken from the Security (Damage) Deposit Fee, if there is an insufficient fund to cover the cost of repairs the applicant shall upon receipt of an itemized bill pay for all repairs. As used in this context, damage includes leaving the premises in a littered condition.**
- **In the event of a cancelation, a 45 day notice in writing shall be submitted to the Borough Office. If such notice is not given the renter shall forfeit all monies for the rental of Sugar Camp.**
- **The Security (Damage) Deposit Fee shall be returned within 10 working days after your event.**
- **Any violation to the Rules and Regulations will result in a deduction or forfeit of the Security (Damage) Deposit Fee. Any refund of the Security (Damage) Deposit Fee shall be made only after an inspection by the Borough Manager, or a member of Borough Staff and/or a council member and/or Parks and Recreation member.**
- **The Parks and Recreation Board has the right to amend or add to these rules with the approval of the Borough Council.**