

Orwigsburg Veterans Community Memorial Hall Request Form

Address and Hours of Use

- Location: 300 Grove St, Orwigsburg, Pa 17961
- The building is open daily between 8:00 a.m. and 10:00 p.m.
- Memorial Building will not be available for rent on any holidays.

Building & Kitchen Use

- The Memorial Building has a seating capacity of up to 300 people. A state-of-the-art audio/visual system can handle all your music and video needs. There is a full kitchen available for caterers to use, with easy access for unloading.
- The Memorial also has a full-sized court for sports events.
- There is ample parking located adjacent to and across the street from the building.
- Renters are responsible for all people attending their function.
- Please clean up any spills on the floors or on the tables. The kitchen areas should be left as found.

Rules and Regulations

- Applications and half deposits are due to reserve a date.
- Certificate of Insurance must be submitted with application or thereafter but no later than two (2) weeks prior to the event to avoid any cancellations.
- Please refer to the fee schedule for the billing of the Memorial Building.
- Use of the Kitchen is an additional fee. All food must be removed from refrigerators after your event, or it will be disposed of. No storage, even if you plan to return for multiple events.
- Accepted forms of payment: Cash, Check, or Money Order made payable to “Orwigsburg Borough”
- Cleanup is expected to be done by the group and will affect future rental to the same group and/or members of that group.
- Sports teams: rosters showing the names and addresses of all team members must be submitted prior to the event.

***ISSUES: Please contact the Orwigsburg Police Department @ 570-366-3101
if no answer - County Comm. Center @ 570-628-3792.***

Your feedback is welcomed. Please contact the Borough @ (570) 366-3103 with your comments.

VETERANS MEMORIAL BUILDING FEE SCHEDULE

Memorial Gym Rental

Fee:

Within the Borough

Service groups/Non-Profit

\$25/hour, \$250 per day

Other groups

\$30/hour, \$300 per day

Individuals

\$30/hour, \$300 per day

Outside the Borough

Service groups/Non-Profit

\$100/hour, \$800 per day

Other groups

\$150/hour, \$1000 per day

Individuals

\$150/hour, \$1000 per day

ADD ON SERVICES:

Kitchen

\$75 per hour; \$600 per day

\$50/day is using as a service area only-
no appliances are being used

Audio/Visual System

\$300 per event/day

\$100 cleaning deposit- refundable (3 business days) if after inspection the kitchen is found to be clean.

\$250 security deposit to cover damages- refundable (3 business days) if after inspection AV system is found to be in good condition and working order.

Large Conference Room Only

Within the Borough

Borough Residents, Blue Mountain, &

\$25/ hour, \$160 per day

Non-Profit/Service Groups

\$30/ hour, \$200 per day

Non-Borough Residents & other Groups will be 2x's the in-borough fee

A \$100 cleaning deposit will be charged for each event. The deposit will be returned (3 business days) if the facility is found to be clean upon a post event inspection. The kitchen deposit is in addition to facility deposit

PLEASE NOTE:

- If claiming non-profit, a 501c3/Tax Exemption letter must be presented to secure that fee.
- A service group must be an incorporated service group (i.e. Lions, Food Pantry, etc.)
- Each group using the Veterans Community Memorial Building is required to have insurance coverage, naming the Borough of Orwigsburg as an additional insured.
- Tables and chairs accessible upon request but the Borough does not assist with set-up.
 - If set up/tear down assistance is needed there is an additional fee of \$200 per event

Your reservation is not official until form is submitted to the Borough Office

**Orwigsburg Borough
333 S Liberty St
Orwigsburg, Pa 17961
570-366-3103**

e-mail: secretary@orwigsburg.gov

Veterans Community Memorial Hall Request Form

Date _____ Telephone Number _____

Name of Organization/Individual _____

Address _____

Activities Scheduled _____

Reservation Dates(s) Requested _____

Reservation Times(s) Requested _____

Actual Start & Finish Time of Event _____

Do You Have Any Other Special Arrangements, Requests, or Things We Should Know?

Yes _____ No _____ Will the kitchen be needed?

Yes _____ No _____ Will you need access to oven and/or stove?

Yes _____ No _____ Will the Conference Room be needed?

Yes _____ No _____ Will the Gym/Court be used?

Yes _____ No _____ Will the Bleachers be needed?

Yes _____ No _____ Non-Profit? *(a copy of a 501c3 must accompany this application)*

Yes _____ No _____ Will you be charging an entry fee?

Yes _____ No _____ Are you holding this event for profit?

Yes _____ No _____ Is the Group/Individual Covered by Liability Insurance?

(Certificate of Insurance at a minimum of one (1) million-dollar coverage)

Notice: A certificate of insurance must be attached naming the Borough of Orwigsburg as the certificate holder

Agreement with Orwigsburg Borough for Use of Borough Facilities

The undersigned, for and on behalf of the organization and activity designated above, consider for the use of Orwigsburg Borough property and/or facilities agree that the said organization shall be responsible to the Borough of Orwigsburg for any damage, excess cleaning charges and/or any other property of the Borough which is destroyed or misused. The undersigned agrees to make payment in full to the Borough of Orwigsburg within thirty (30) days of receipt of an invoice for damage or repairs. Further, the undersigned agrees to hold the Borough of Orwigsburg harmless from any liability for any personal injuries or property damage resulting from the activities being held by the organization or individual.

Payment and Certificate of Insurance for scheduled events/activities is due no later than two (2) weeks prior to event to avoid cancellation by the Borough. Payment is not subject to be refunded. The undersigned also acknowledge that they will inform the Borough **in writing** of any changes and/or cancellations. See attached fee schedule.

For the Organization/Individual

**For the Borough: Orwigsburg
Recreation Commission**

Name (Signature)

Name (Signature)

Official Position

Official Position

Phone Number

Phone Number

For Orwigsburg Recreation Commission Use Only:

Approved _____

Not Approved _____