



THE BOROUGH OF BEAVER

Application For POOL HOUSE RESERVATION FORM

700 Buffalo Street, Beaver, PA 15009

beaverpoolhouse.com

Phone: 412-974-5907

PoolHouseEvents@beaverpa.us

2028

Classification: Please select one: ☐ Private Rental (Copy of Photo ID) ☐ Company/Organization/Public Event/Wedding with Alcohol (Copy of Photo ID +Certificate of Liability)

Today's date: _____ Date requested: _____ Actual times of event: _____

Type of event: _____

Name of organization: _____

Applicant name: _____

Address: _____

Phone: _____ Alternate phone: _____

Number of people expected: _____ Email address: _____

Rental Fee Schedule:	Monday – Thursday	Friday – Sunday
Meeting (Up to 3 Hours)	\$150.00	No Reservations
Private Event (Indoor)	\$450.00	\$550.00
*Public/Outdoor/Wedding	Contact Event Coordinator	\$1900.00

**Special ticketed events that are open to the public may be subject to a separate fee schedule.*

Deposit/Balance/Damage Deposit

- Rental Deposit: \$50.00** will be due upon returning this signed rental agreement. The rental deposit will secure your date and is non-refundable, but may be used to secure a different date, pending availability. Rental Deposit and Balance can be combined into one payment upon returning this signed rental agreement.
- Balance: \$** _____ will be due no later than 90 days prior to the event. If your event is scheduled less than 90 days, your rental deposit and balance is due with your signed rental agreement. Rental deposits are included in the above fee schedule. (For example: a meeting scheduled on a Tuesday – Deposit \$50, Balance \$100, Total \$150.)
- Damage Deposit: \$250.00** will be due 30 days prior to the event and shall be paid by a separate check. The damage deposit can be picked up by the rental applicant at the borough building or the check will be shredded within 3 weeks of the event as long as there is no damage to the property or excessive clean-up after a walk through by the event coordinator. Please refer to the "Room Reset Form" for a list of everything that can jeopardize your damage deposit. Use of adhesive of any kind will be an automatic forfeit of your damage deposit.

- | | |
|------------------------------|------------------|
| 1. Rental Deposit - \$50.00 | Paid Date: _____ |
| 2. Balance - \$ _____ | Paid Date: _____ |
| 3. Damage Deposit - \$250.00 | Paid Date: _____ |

Cancellation

A minimum notice of 30 days is required and must be in writing and submitted to the event coordinator at poolhouseevents@beaverpa.us Events canceled prior to 30 days before the scheduled event will receive a 50% refund. No refunds will be issued less than 30 days before the scheduled event.

Please mail or drop off your completed application with payment to: Beaver Borough, 469 3rd St, Beaver, PA 15009

Applicant Initial: _____ Date: _____ Event Coordinator Initial: _____

The Borough of Beaver

Pool House Rental Rules & Regulations

- The facility rental is between the hours of 8:00 a.m. and 10:30 p.m. All events must end by 10:00 p.m., with the facility cleaned and vacated by 10:30 p.m. No music or loud noises after 10:00 p.m.
- The applicant signing the agreement must be 25 years of age or older and is responsible for all conduct of their guests, caterers, DJ's, or other independent contractors, and the condition of the building and property while it is rented to them. A copy of a photo ID with birth date must accompany this application.
- The applicant signing the agreement must be present when the facility is opened and closed. The building will only be opened once. Please call (724) 775-0880 at least 15 minutes before you are ready to leave and want the building closed. A fee of \$25.00 will be issued if the door needs opened more than once.
- Alcoholic beverages are strictly prohibited except by application and special exception by Beaver Borough management.
- All vehicles are only to be parked in designated parking areas and are restricted from parking in the grass, unless special permission is given by Beaver Borough.
- The use of tobacco, including any vape products, are not permitted on the premises.
- The applicant shall clean the rental space in its entirety following completion of the event to the satisfaction of Beaver Borough management. We kindly ask that you leave the venue as pristine as you found it.
- Beaver Borough will require a Certificate of Liability insurance from the applicant for all public events, naming Beaver Borough as additionally insured. General aggregate limit \$2,000,000. Each occurrence for bodily injury and property damage \$1,000,000. The certificate holder shall be named as: Borough of Beaver, 469 Third Street, Beaver, PA 15009.
- A Temporary Health Licenses may be required for a vendor serving or selling food at a public event as required by Beaver Borough Ordinance. Beaver Borough's health inspector has specific requirements that include completing the Retail Food License Application. Beaver Borough will not be responsible or liable for any food prepared or served during this event.
- Beaver Borough will be held harmless against any liability, loss, or expense relating to property damage or personal injury resulting from or occurring during the applicant's use of the facility.
- Beaver Borough reserves the right to terminate this agreement at any time before or during the event, to claim all costs of breach against the renter to prosecute, or suspend, or otherwise penalize the renter or other representatives for violation of the conditions contained herein. The renter can be subject to additional fees above the rental price or barred from future rentals for violation of these rules.
- An inspection of the premises will be made following your rental. Charges for any damages, extra clean-up or extra labor are the responsibility of the party signing the rental agreement. Below are some examples of rule and violations that could result in additional charges:
 - Do not stick, paste, tack, tie, staple, or nail anything to the light fixtures, fans, or walls of the building including interior and exterior.
 - Glitter is not permitted on the premises.
 - All items brought in for the event shall be removed from the facility by the end of the event.
 - Return all tables and chairs to the storage area.
 - Place all trash, garbage, and all other litter in garbage bags in the dumpster area provided outside.
 - Kitchen, kitchen appliances, bathroom area, and outside grounds must be cleaned and left in good condition.

I acknowledge that the information provided in this application is true and correct AND I have read and accept the Rental

Rules & Regulations.

INDEMNIFICATION: I/We hereby agree to, at all times, indemnify and save harmless Beaver Borough, its agents, employees and public officials for and against all damages, judgments, legal fees, expense and claims which Beaver Borough, its agents, employees, or officials may suffer because of the use of the Beaver Borough facilities by the organization indicated on this application and their vendors. The existence of insurance shall in no way limit the scope of this indemnification. I acknowledge that I have read and accept the Beaver Borough Rental Rules & Regulations.

Sign

Date

Room Reset Form for Client

Client Closing Checklist

- ☐ 1. Fill out Client Closing Checklist to receive security deposit
- ☐ 2. Put completed form by the back kitchen door, on the counter

Kitchen

1. Appliances: empty and clean inside and out
2. Sink: wiped clean
3. Stainless table and shelves: clean
4. Cleaning supplies left on shelf by inside kitchen door
5. Empty ALL garbage into the cans outside the kitchen door
6. Sweep floor, wipe up spills, clean sticky floors
7. Steel table in center of room

General

- ☐ 1. Make sure ALL trash is outside in cans
- ☐ 2. Make sure all spaces are set and ready for next client

Main Room

- ☐ 1. Sweep floor. Sweepers found in kitchen closet
- ☐ 2. Clean ALL tables
- ☐ 3. Arrange tables as shown on "Room Reset Form"
- ☐ 4. Front and patio doors clean from prints
- ☐ 5. 6 chairs upside down on each round table
- ☐ 6. Extra chairs in chair closet near restrooms
- ☐ 7. Remove ALL garbage
- ☐ 8. Clean ALL spills

Restroom Area

- ☐ 1. Empty all trash
- ☐ 2. Wipe down sinks, mirrors, counters
- ☐ 3. Sweep floors, remove ALL garbage

Outside

- ☐ 1. Pick up trash
- ☐ 2. Make sure ALL trash is in the cans
- ☐ 3. Take ALL personal decorations

Print Name _____ **Signature** _____ **Date** _____

Security check will be shredded upon Room Reset Inspection. If items are not complete or damage is noted, the security check will be cashed. Please put this form on counter near back kitchen door.

Do NOT use tape or any adhesive to hang posters on the walls!



Instead use:

Tri-pod

Poster stand

**magnets on window seals around
front door and patio doors
suction cups on windows**



**Please return any items you use from
the Beaver Pool House**

Pool House

Venue Amenities and Closing Procedure Checklist

Event Coordinator – Pam Learn – plearn@beaverpa.us 412-974-5907

Building Capacity	140 Guests
Parking	2 handicap and 33 regular spots located to the left of the building. 2-4 parking spots for catering located to the right of the building just outside the kitchen.
Restrooms	Men, women & family restrooms available. All include infant changing tables.
Audio-Visual Equip	4 large flat screen TV's to the right & left sides of the event space – access via HDMI, Mounted bluetooth speakers
Wi-Fi	Beaver Pool – No password needed
Bluetooth	MEDIA1 – No password needed
Tables/Chairs	13 Round and 8 Rectangle tables with chairs to seat 100
Kitchen	2 Refrigerator/freezers, 2 microwaves, warming center, sink & ample counter space, wheeled tall work table/bar (40'w x 84"l x 30"w), separate catering entrance, multiple outlets
Covered Patio	Ask for details

Closing Procedure Checklist

- ☐ **Tables/Chairs:** Put back to their original spots and be sure to wipe them down
- ☐ **Garbage:** Empty all garbage and put in the garbage cans outside by the kitchen exit. All garbage cans must have clean bags prior to leaving.
- ☐ **Cleaning:** Wipe up all kitchen bathroom surfaces (tables, microwave, sink, counters, etc.)
- ☐ **Refrigerator:** Reminder to take out all of your items and wipe inside/outside of fridge.
- ☐ **Bathroom:** Take out trash and replace with clean bags. Remove debris from floors.
- ☐ **Remove decorations:** NO tape or adhesives on the walls, take all of your decorations with you.
- ☐ **Patio:** Take all of your belongings, remove trash.
- ☐ **Lights:** Turn all lights off (dimmers located in the entry way on the light switches. Kitchen light has a dimmer switch near the main room).
- ☐ **Personal belongings:** Reminder to take them with you.
- ☐ **BEFORE you leave:** 15 minutes before you leave, call the non-emergency number at **724-775-0880** The police will be dispatched to lock up the facility.

SSign: _____

DDate: _____

Pool House

Event Questionnaire

Event Coordinator – Pam Learn – plearn@beaverpa.us 412-974-5907

Date of Event: _____ Number of people expected: _____

Type of Event: _____

Set up time: _____ Start time of event: _____ End time of event: _____

Day of contact: _____ Phone: _____

Additional contact: _____ Phone: _____

Please check all that apply & any details:

☐ Indoor Only ☐ Outdoor Only ☐ Both Indoor/Outdoor ☐ Indoor/Outdoor/Shaw Park

☐ Private Event ☐ Public Event: _____

☐ DJ/Band/Amplified Sound: _____

☐ Food/Beverage Served: _____

☐ Food/Beverage **Sold/Food Trucks**: _____

Health Licenses may be needed. Please complete our *Health License* application

☐ Alcohol: _____

Please complete our *Request to Serve Alcoholic Beverages* application

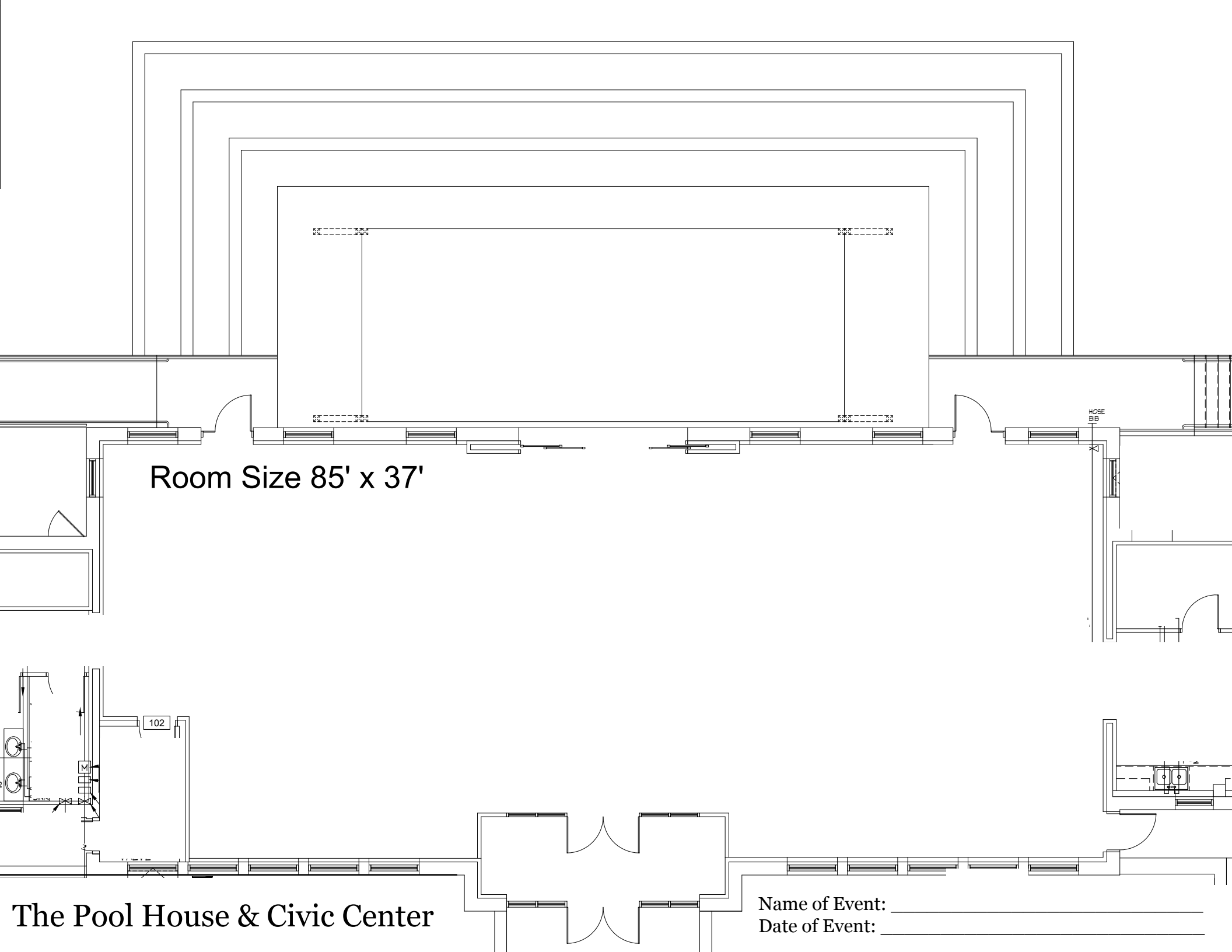
☐ Fundraiser/Admission/Registration Fee/Donations: _____

☐ Public Events Advertised – where? _____

☐ Coordinator (Weddings/Private/Public Event): _____

Damage Deposit ☐ Shred ☐ Pick up at Borough office ☐ Mail to: _____

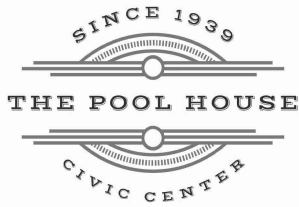
Additional Information: _____



Room Size 85' x 37'

The Pool House & Civic Center

Name of Event: _____
Date of Event: _____



THE BOROUGH OF BEAVER

Application for
Request to Serve Alcoholic Beverages
700 B700 Buffalo Street, Beaver, PA 15009
www.beaverpa.us
Phone: 724-773-6700
PoolHouseEvents@beaverpa.us

Today's date: _____

Date of Event: _____

Hours of Event: _____

Organization if applicable : _____

Applicant's Name: _____ Phone: _____

Applicant's Address: _____ Email: _____

Type of Event: _____

Number of guests: _____ TType of alcoholic beverages::_____

- Beaver Borough assumes no responsibility for policing use of alcohol at the facility.
- The Beaver Borough Police Department will strictly enforce all Pennsylvania Liquor Control Laws. Any violation or undesirable action by your group will result in expulsion from the facility and forfeit of rent and security deposit.
- The applicant is solely responsible to obtain any appropriate licensing or approval from the Pennsylvania Liquor Control BBoard prior to the scheduled event.

The applicant, whose signature appears below, assumes total responsibility for those in attendance and will be present when the building is opened, closed, and during the entire event.

The above information is true and correct. I have read and will comply with the guidelines.

Applicant sSignature:_____

DDate:_____

MManagement Approval Signature

Approved Date

**Borough of Beaver
469 third Street
Beaver, PA 15009**

Retail Food Establishment License Application

1. **Licensee: Person or Business Name:** _____

Email: _____ Office Phone: _____ Cell Phone: _____

Type of Business: (Circle One) Co-op, Corporation, LLC, LLP, Sole Proprietorship, Non Profit, Partnership

Address: _____

Number Street City State Zip

2. **Facility Name: Physical Location:** _____

Address: _____

Number Street City State Zip

Email: _____ Office Phone: _____ Cell Phone: _____

24 hour Contact Person: _____ Title: _____

License Plate Number if Food Truck/ Ice Cream Truck. _____ State _____

3. Type of License: Circle One

New Establishment*	\$200	Fee	Temporary License	\$50	Fee	Mobile Food/ Ice Cream Trk New*	\$200	Fee
Renewal**	\$150	Fee	Borough Lic Temporary	\$35	Fee	Mobile Food/ Ice Cream Trk Renew	\$150	Fee
Late Fee	\$35	Fee	Non-Profit Temporary	\$0	Fee	Farmers Market Vendor	\$0	Fee

Temporary License

Event: _____

Event Date: _____

4. **If Required: APPLICATIONS MUST INCLUDE A COPY OF THE FOOD HANDLER MANAGER CERTIFICATES FOR THE ESTABLISHMENT**

5. **ATTACH CHECK OR MONEY ORDER PAYABLE TO: Borough of Beaver**

DO NOT SEND CASH!

6. **MAIL TO: Borough of Beaver, Health Officer, 469 Third Street, Beaver, Pa. 15009.**

7. **Applicant Must Print and Sign Below: All the information provided on and with this application is correct.**

Print: _____ Sign: _____ Date: _____

* All New Establishments must complete the additional New Facility Application for a license to be processed. Processing time and issuance of a license may take up to 30 days.

** A Completed License Renewal is due on or before the 5th day in which your license expires or a late fee will be added.
Incomplete applications will not be accepted. Application must include all copies requested to be complete.

For questions contact the Health Officer, Patrick McGuire, 724-968-9263.