

GOSHEN TOWNSHIP
116 Knobs Road
Clearfield, Pa 16830
goshentwp@gmail.com
814-765-0146

SOCIAL HALL RENTAL AGREEMENT

NAME _____ PHONE _____ EMAIL _____

ADDRESS _____ RENTAL DATE _____

**USE OF THE GOSHEN TOWNSHIP SOCIAL HALL LOCATED AT 116 KNOBS RD.,
CLEARFIELD, PA IS SUBJECT TO THE FOLLOWING CONDITIONS:**

1. I/WE will be responsible for any and all damage to the building and grounds. I/WE agree that I/WE shall be liable for injuries or damage to any person or property which occur and agree not to hold Goshen Township liable for any claims.
2. I/WE agree to adhere to all rules as defined on the attached checklist.
3. I/WE agree that I/WE shall be responsible for the behavior of those present. The activity and behavior of those present shall be orderly at all times. In the event of disorderly conduct during the use of the building resulting in the appearance of the State Police, this agreement shall terminate immediately and the premises will be vacated at once.
4. I/WE shall be responsible when liquor is served and further agree that I/WE shall be responsible for any actions of an intoxicated individual. NO ONE under the age of twenty-one (21) shall consume alcoholic beverages. I/WE agree not to hold Goshen Township liable for any actions or claims due to liquor being served at the said function.
5. Full payment and security deposit is required for the rental. (It may be included in one check if you prefer) It will be returned by mail the next business day the secretary is available, if the building and grounds are left in satisfactory conditions. I/WE agree to give thirty (30) days notice of cancellation or Goshen Township shall retain the deposit.

Please check the rental desired;

\$150.00 – 5 hour rental includes set-up and clean-up **Amount Paid** _____

\$25.00/additional hour # _____ of hours' Time **Amount Paid** _____

\$50.00 – Security Deposit **Amount Paid** _____

PREFERABLE TIME OF EVENT **FROM** _____ **am/pm** **TO** _____ **am/pm**

1 hour meeting is \$25.00 for Organizational or Individual Meetings **Amount Paid** _____

****You will be billed for cleaning or damages if they should occur****

\$250.00 – Weekend Rental Begins Friday 5:00pm Ends Sunday 9:00am **Amount Paid** _____

\$150.00 – Security Deposit **Amount Paid** _____

Total Paid _____

Amount Due _____

BY SIGNING THIS FORM I/WE AGREE TO THE ABOVE CONDITIONS AS STATED.

DATE _____

Signature/Signatures

Goshen Township Official _____ **DATE** _____

GOSHEN TOWNSHIP SOCIAL HALL RENTAL CHECKLIST

THE HALL MUST BE LEFT IN THE STATE THAT IT WAS FOUND.

NO TAPE IS TO BE USED ON WALLS OR CEILING. PLEASE USE REDI- TAK.

**NOTHING MAYBE SUSPENDED FROM CEILING WITHOUT PROPER HOOKS.
HOOKS ARE ON THE KITCHEN CORK BOARD.**

SWITCHES ON STOVE HOOD MUST BE TURNED ON WHEN USING STOVES!

**DO NOT USE THE HALL'S SUPPLY OF PAPER PRODUCTS. THIS INCLUDES
PAPER TOWELS, TABLE PAPER, and PLATES & CUPS.**

- Kitchen counters & stove must be wiped clean. (Cleaning supplies are located under the sink)
- All tables must be wiped clean and returned to their original positions when you entered the Hall. Diagram is hanging in kitchen
- Floor must be swept clean of any debris and spills must be cleaned up.
- Please pick-up any debris on the bathroom floors and remove the trash.
- All garbage must be removed and placed in dumpster. Please close the dumpster lid.
- In the winter the heat must be set back to 50 degrees, during the summer the A/C must be set no lower than 68 and must return to 72 degrees when exiting the building. There are 2 thermostats. One located in the kitchen and the other located to the left of the kitchen doorway in the social room.
- If anything is placed on the sign at Knobs Rd. It along with strings, must be removed.
- At the end of your event and your checklist is completed please call the numbers below for a township official to come and inspect. If the township official does not feel that the hall is satisfactory you must either re-clean or your deposit will be retained for a cleaning service.

- Please call **James Sankey**, Vice Chairman @ (814)592-1801
David Taylor-Chairman @ (814)592-7879
They will inspect and lock up the social hall.
- **If you would like something on the sign at the end of the road**, I am happy to do that for you.
Please indicate below what you would like for the message to say.

- We thank you for considering us when planning your event.