

Borough of Millvale
501 Lincoln Avenue
Millvale, Pa 15209
412-821-2777



APPLICATION FOR FACILITY RENTAL

PARK PAVILION _____ KITCHENETTE _____ EVENT DATE _____
COMMUNITY HALL _____ KITCHENETTE _____ EVENT TIMES _____
APPLICATION DATE _____ # OF HOURS (3 HOUR MINIMUM) _____
OF PEOPLE _____

NAME(S) _____

ADDRESS _____ PHONE _____

CITY, STATE, ZIP _____ EMAIL _____

CURRENT PHOTO ID IS REQUIRED FOR A RENTAL ID# _____ TYPE _____

MILLVALE RESIDENT? YES / NO (CIRCLE ONE)

EVENT DEPOSIT \$100.00 (**Due with Application. Non-refundable**)

DEPOSIT RECEIVED _____ TYPE _____ DATE _____ BY _____

EVENT FINAL PAYMENT ***DUE 2 WEEKS BEFORE EVENT***

PAYMENT RECEIVED _____ TYPE _____ DATE _____ BY _____

SECURITY DEPOSIT \$200.00 (Cleanup or Damage. Refundable) ***DUE 2 WEEKS BEFORE EVENT***

DEPOSIT RECEIVED _____ TYPE _____ DATE _____ BY _____

DEPOSIT REFUNDED _____ TYPE _____ DATE _____ BY _____

BASE RENTAL FEE _____

SET UP/CLEAN UP FEE _____ \$75.00

ADDITIONAL FEES OR DISCOUNTS _____

_____ SUBTOTAL _____

EVENT TYPE: _____ LESS DEPOSIT _____

_____ BALANCE DUE _____

RENTER _____ DATE _____

REP. _____ DATE _____

PLEASE MAKE A COPY FOR YOUR RECORDS