

Millvale Riverfront Park Pavilion Rules & Regulations



1. **Rental time begins at setup and ends at cleanup!** Example: 7 hour Rental, 12 pm to 7 pm- Arrive at 12 pm to set up, event then can begin. Your event must then be over and the Pavilion completely vacated, cleaned by 7 pm. The police have the Pavilion schedule and monitor event times. If the Pavilion is not cleaned and vacated on time, the renter can be billed for additional time.
2. NO nails, staples, tacks, push pins, etc. in tables or the Pavilion beams. Tape may be used but must be removed at the end of your event.
3. All decorations must be taken down and disposed of.
4. The kitchen, if rented, must be completely cleaned and left in the condition in which found upon arrival.
5. All garbage must be put in bags and receptacles at the Pavilion area. Put all full bags on the road side near kitchen.
6. No food or drink is to be left in Pavilion area once vacated. Security deposit **WILL BE FORFEITED** if our crew has to remove rotting food.
7. The surrounding area must be cleaned of all debris.
8. The pavilion must be left in the condition it was found upon arrival. If the tables are moved, they must be returned to their original positions.
9. Parking is limited to designated areas only.
10. Failure to clean up results in forfeiture of deposit.
11. The renter is responsible for any damage to the building or equipment.
12. Borough of Millvale is not responsible for any personal losses.
13. Borough of Millvale is not responsible for injuries to guests or damages caused by them.
14. Breach of these regulations results in forfeiture of deposit.
15. Borough of Millvale reserves the right to terminate any event due to disturbances caused by guests or renter.

RENTER: _____ DATE: _____

Borough of Millvale
501 Lincoln Avenue
Millvale, PA 15209
www.millvalepa.com
412-821-2777



APPLICATION FOR FACILITY RENTAL

Park Pavilion. ___ Kitchenette ___
Community Hall ___ (No Kitchen with Hall)
Application Date _____

EVENT DATE _____
EVENT TIMES _____
OF HOURS (3 HR MINIMUM) _____
OF GUESTS _____

Name(s) _____
Address _____
City, State, Zip _____
Phone Number _____ Email _____
CURRENT PHOTO ID IS REQUIRED FOR RENTAL ID# _____ TYPE _____
MILLVALE RESIDENT: YES /NO (CIRCLE ONE)
I reviewed the rules and regulations for facility rentals (initial here) _____

Event Deposit \$200.00 **(due with application, non-refundable)**
Deposit received ___ Type ___ Date ___ By ___
Security Deposit \$300 **(due with application, \$200 refundable)**
Deposit received ___ Type ___ Date ___ By ___
Deposit refunded ___ Type ___ Date ___ By ___
Event Final Payment **(due 15 business days prior to the event date)**
Deposit received ___ Type ___ Date ___ By ___

Base rental fee	_____
Security Deposit (refundable)	_____
	Subtotal _____
	Less Deposit _____
Event Type _____	Balance Due _____

Renter: _____ Date: _____
Borough of Millvale: _____ Date: _____

PLEASE MAKE A COPY FOR YOUR RECORDS!