



PLUM CREEK MASONIC HALL ASSOCIATION
 THE PRIME LOCATION FOR YOUR EVENT
 9521 Saltsburg Road
 Pittsburgh, PA 15239
 www.pcmha.org
 412-793-9853

Rental Agreement

This rental agreement (“Agreement”) is made by and between the Plum Creek Masonic Hall Association (“Hall Association”) And _____, (“Renter”). Intending to be legally bound, the parties hereby agree as follows:

1. **Rental Date:** The Hall Association shall allow the Renter use of the Plum Creek Masonic Hall located at 9521 Saltsburg Road, Plum, PA 15239 (“Hall”) on _____, 20__ (“Rental Date”) for purposes of _____ (the “Event”). The Renter shall have use of the bottom floor only. Rental time shall occur during the hours of _____ to _____. When finished, lights will be turned off and the hall cleaned-up. Please respect the noise level in our Residential Area after 9:00 PM.
2. **Rental Fee:** The Renter shall pay \$_____ (“Rental Fee”) for the use of the Hall. **NOTE: The Rental Fee must be paid no less than fourteen (14) days prior to the Rental Date. If not received 5 days prior to date of rental then cash or money order must be applied. This agreement and all prices are subject to change. Checks can be made payable to “Plum Creek Masonic Hall Association” or “PCMHA”**
3. **Setup:** Renter shall be provided access to setup the Hall on the Rental Date as mutually agreed upon by the parties. If Renter desires to setup the day before the Rental Date, and the Hall is available, Renter shall pay an additional \$75. (Not always available in Summer Months)
4. **Deposit:** In addition to the Rental Fee, the Renter shall pay a deposit of \$50 (“Deposit”) when this Agreement is signed. The Deposit will be refunded to the Renter subject to the terms of this Agreement and completion of the End of Night Responsibilities list provided to the Renter with this agreement. **NOTE: The Hall Association must receive your \$50.00 Deposit within 14 days of date request to hold your date; if deposit is not received there is no guarantee of your date being held.** Deposits are refunded the following month of your rental, if conditions were satisfactorily met.
5. **Cancellation:** A cancellation request must be received by the Hall Association, in writing, at least thirty (30) days before the Rental Date. If Renter cancels less than thirty (30) days before the Rental Date, Renter’s Deposit shall be forfeited.
6. **Cleanup:** Renter is responsible for cleanup of the Hall, Kitchen and Pavilion area. Renter shall remove all trash from the Hall, Kitchen and Pavilion area. Trash shall be placed into garbage bags and placed outside in the dumpster behind the Hall. Any items left on the Hall Association Property shall be considered trash and will be disposed of by the Hall Association. In addition, Renter shall return all tables and chairs to the storage area, with the exception of (10) **TEN** tables and (10) **TEN** chairs per table, which Renter shall leave in the Hall area with the chairs placed inverted on top of the tables. If Renter fails to adequately cleanup the Hall, Kitchen and Pavilion area, the Renter shall forfeit the Deposit.
7. **Damages:** Renter shall be responsible for any and all damage that occurs to the Hall or Grounds during the Event. If damage occurs, Renter shall forfeit the Deposit. If the damage is in excess of the Deposit, Renter shall pay the excess amount to the Hall within ten (10) days of the receipt of a damage report and associated costs.
8. **Decorations:** **No** decorations of any kind may be **taped, glued, nailed, stapled**, or in any way fastened to the walls or ceilings of the Hall. Renter shall forfeit the Deposit if Renter fails to comply. The renter shall be aware the building and surrounding areas is under video surveillance.
9. **Capacity:** The capacity of the Hall is **175 people**.
10. **Smoking:** The Hall is a **non-smoking facility**. Any violation of this item shall forfeit your security deposit and the particular individual may be asked to leave the facility. The Renter shall be responsible to ensure that no one smokes in the Hall during the Event. Renter shall be responsible for any fines or violations related thereto.
11. **Alcoholic Beverages:** Renter agrees that should alcoholic beverages be served at the Event, Renter shall not serve or allow alcoholic beverages to be served to anyone less than twenty-one (21) years of age, to anyone who appears visibly intoxicated, or in violation of any applicable law or regulation.
12. **Lost/Stolen articles:** The Hall Association is not responsible for lost or stolen articles.
13. **Indemnification/Hold Harmless:** Renter agrees to indemnify and hold harmless the Hall Association, its affiliates, officers, directors, agents, servants, employees, and representatives from and against any and all liability, claims, lawsuits, fines, violations, damages, losses and expenses, including attorneys’ fees and costs of defense, arising out of or relating in any way to the Renter’s use of the Hall, including but not limited to those related to the service of alcoholic beverages.
14. **Insufficient Funds:** Any check returned for ‘Insufficient Funds’ or any other reason, will result in legal action and be pursued to the full extent of the law, and restitution will include an additional **\$100.00** to be added to the rental cost as well as any other costs associated with the actions required to collect.

By: _____ Date: _____
 (Renter’s Signature)

Renters Name: (Print) _____

Mailing Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Home Telephone: _____ Cell#: _____

To be completed by Rental Manager:

Todd Murray 412-862-0549

Deposit Received Date: _____

Deposit Check Number: _____ Amount: _____

Rntl Fee Received Date: _____

Rntl Check Number: _____ Amount: _____

Deposit Return Date: _____

Return Check Number: _____ Amount: _____