

East Berlin Area Community Center

405 North Ave. /P.O. Box 530
East Berlin, PA 17316

www.ebacc.org
717-259-8848

Rental Application

Event Date: ____/____/____

Time: ____:____ to ____:____.

Number of guests (approx.): _____

Pavilion (\$50)	Senior Center (\$25/hr.)	Room (\$15/hr.)	Gym (\$35/hr.)

Organization/Individual Renting: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Alt. #: _____

Email: _____

Will you need tables & chairs? yes no # of tables: _____ # of chairs: _____

Will you need tables & chairs set up by EBACC staff? (additional fee: \$25) yes no

Purpose of Rental: _____

Organization/Individual agreement to adhere to rules and regulations:

- a. Security deposit due upon signing and to be deducted from balance due.
- b. Balance due seven (7) days before event.
- c. Deposit will be forfeited if area rented is not cleaned and arranged in the same order as found.
- d. Applicant is responsible for any damages that may occur to EBACC property.
- e. Reservations for which the balance has not been received are subject to cancellation and deposit forfeited.
- f. No refunds will be made for no-shows.
- g. No alcoholic beverages or smoking is allowed in the Community Center.
- h. Bagged garbage must be taken away from the Community Center property.
- i. EBACC is not responsible for any injuries that may occur to guests during the use of the center/property.
- j. Sports associations must provide Certificate of Insurance (commercial) prior to start of practices/games.
- k. All sports participants must be covered by insurance for injury.
- l. Sports associations must have in place emergency procedures in the event of an emergency.
- m. Signature on this application indicates approval of condition of ball field/playing field.
- n. Applicant is responsible for delivery and pick-up of outdoor mobile restroom.

Applicant Signature: _____ Date: _____

OFFICE USE ONLY

Application Approved <input type="checkbox"/> yes <input type="checkbox"/> no		Date: _____
Deposit \$ _____	Date Paid: _____	Ref: _____
Rental Fee \$ _____	Date Paid: _____	Ref: _____
Set-up Fee \$ _____	Date Paid: _____	Ref: _____
Total Due \$ _____	Due Date: _____	Ref: _____