



Facility Rental Application

405 North Avenue
 PO Box 530
 East Berlin PA 17316
 717-259-8848
 www.ebacc.org

Pavilion	\$50/day
Classroom	\$25/hour
Gym	\$50/hour

Event Date _____
 Time _____ to _____
 Number of Guests:
 Approximate _____
 Actual _____ **needed 2 weeks prior

Organization/Individual agree to adhere to the following rules/regulations
 (please initial each line):

- _____ Down payment of 50% due upon signing and to be deducted from balance due.
- _____ Balance due must be paid fourteen 14 days prior to event.
- _____ Reservations not paid in full 7 days prior to event are subject to cancellation.
- _____ Full refund if cancelled 30 days prior to event. No refund will be made for no show.
- _____ No alcoholic beverages or smoking is allowed in the community center.
- _____ Renter is responsible for any damages that may occur to EBACC property.
- _____ All trash must be removed from the EBACC property. An additional \$50 will be billed if space is not left as found and/or EBACC must remove trash.
- _____ EBACC is not responsible for any injuries that may occur to guests during the use of the community center property.
- _____ Sports associations must provide Certificate of Insurance.
- _____ All sports participants must be covered by insurance for injury.
- _____ Signature on application indicates approval of condition of ball/playing field.
- _____ Applicant is responsible for delivery/pick-up of outdoor toilet.

Organization/Individual Renting _____
 Contact Person Day of Event _____ Phone _____
 Address _____ Township/Borough _____
 City _____ State _____ Zip _____
 Phone _____ Alternate # _____ Email _____
 Purpose of Rental _____
 What space are you renting? Pavilion Gym Classroom Specific classroom requested _____
 Will you need tables and chairs? Yes No # of tables _____ # of chairs _____
 Will you need EBACC staff to set up the room (additional fee may apply)? Yes No **If yes diagram of room is required
 Equipment Available TV/VCR \$50 Laptop Projector \$50 Laptop \$50 Overhead Projector \$15
 (Check all that you are requesting) Portable Speaker \$25 Easel \$5 White Board Small \$5 White Board Large \$15
 I have read, initialed, and agree to the above rules/regulations.
 Signature _____ Date _____
 EBACC Representative completing this contract: _____

OFFICE USE ONLY	
Application Approved <input type="checkbox"/> Yes <input type="checkbox"/> No By _____ Rental Fee \$ _____ Equipment Fee \$ _____ Set-Up Fee \$ _____ TOTAL DUE \$ _____	Down Payment (50%) \$ _____ Date _____ Ref _____ Paid \$ _____ Date _____ Ref _____ Paid \$ _____ Date _____ Ref _____ Open _____ Close _____
	Effective 7/1/2017