



Phone (412) 262-1703
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2017 RENTAL INFORMATION FOR ROBIN HILL CENTER

In accordance with Fire Code, maximum **capacity for Robin Hill Center is 110 persons, however seating and facility is most appropriate for 75 persons and under.** All Township ordinances must be followed.

RESERVATIONS

The Robin Hill Center is available for rental of weddings, reunions, graduation parties and other events. The facility is available to be rented for an eight (8) hour period. Additional time may be requested for an additional fee. Reservations are accepted up to one year prior to event (first business day of the month.)

The Robin Hill Center is available to view during office hour or by appointment only.
To schedule an appointment or check availability, please call (412) 262-1703.

DEPOSIT

Amount of required deposit is **\$150.00** and is necessary to secure the request for rental. Cancellation prior to 30 days of the event, will result in a cancellation fee (\$75.00). If less than 30 day notice provided all fees and deposits will be forfeited. Should there be damages; the deposit will be used for the repair. If damages exceed \$150.00, the renter will be charged accordingly. The **deposit is in addition to the rental fee** and is refundable only if all conditions to this agreement are met.

FEES

Residents (Any person residing within Moon Township)	FEE	\$600.00 (May—September)
	FEE	\$550.00 (October—April)
Non-Residents (Any person not residing in Moon Township)	FEE	\$700.00 (May—September)
	FEE	\$650.00 (October—April)

Rental fees are based on an eight (8) consecutive hour usage of renter's choice, between 11 a.m. & 11 p.m. Renter may also request additional time.

Additional Fees:

Additional Rental Time	FEE	\$25.00 per hour
Friday Night Before – 4 hours only (after 5pm)	FEE	\$200.00
Alcohol (ABC) Permit	FEE	\$30.00
Gazebo Rental	FEE	\$50.00
Holidays	FEE	\$100.00
Cleaning Services	FEE	Included in Rental Fee

The Gazebo is only available when renting the Center.

Friday Night Before rental is only available to Saturday Renter.

Holiday availability is based on availability of staff.

Rental Hours must be finalized sixty (30) days prior to event.

ALL rental equipment, personal belongings and decorations must be set-up and removed during rental period unless approved by MPR 30 days prior to the event in writing. (tables, tents & chairs etc.)

All payments must be in the name of the renter on the agreement.

Full payment of rental fee is due no later than sixty (30) days prior to the use of the facility. If fees are NOT paid within 30 days, the date will become available to rent and agreement is no longer valid.

PAYMENTS

Checks should be made payable to: **MOON TOWNSHIP PARKS AND RECREATION**, and mailed to:
1000 Beaver Grade Road, Moon Township, Pa 15108.

Facility Rules & Renter Responsibilities

- **CHECK IN:**
Staff will meet renter, provide facility check in, review procedures and provide non-emergency contact information.
- **TIME:**
The center is available for an eight (8) hour period, which must be used consecutively on the same day between the hours of 11 a.m. and 11 p.m. (Sat & Sun, 4 hrs Fri w/Sat rental). There will be NO exceptions without prior approval. Facility cannot be left unattended at any time. If renter leave facility unattended before check out deposit will be forfeited.
- **EQUIPMENT:**
Tables and chairs are provided to be used inside the building only. All tables and chairs should be returned to the Sun Porch at the conclusion of rental. Use of the tables & chairs outdoors is strictly prohibited. If center's equipment is used outdoors, renter will lose the deposit. Also available for the renters to use are an electric stove, a gas stove, a commercial refrigerator and a freezer. The Township of Moon is not responsible for damage or theft to any equipment or supplies of the renter, guests and vendors. All furniture (indoors/outdoors) must be returned to the original location by the end of rental time.
- **DAMAGE/SECURITY DEPOSIT:**
The renter is responsible for the behavior of all guests. If damages exceed the damage/security deposit, the renter will be charged in addition for those repairs. If the vendors are in violation at any time of any rules, the renter will be held responsible and the deposit will not be refunded. If all conditions are met, the deposit refund will be returned to the renter (to credit card use to pay deposit or by check in mail) within forty-five (45) days after the rental.
- **CIRCUIT BOX:**
Circuit boxes are located on the staircase on the second floor and in the basement inside the closet of the left side room. If the circuits overload, the problem can be remedied by flipping the switch all the way off and then back on.
- **DECORATING:**
NO NAILS OR THUMB TACKS are permitted. Masking or painters tape can be used. Remove all tape at the conclusion of the event. "Command" strips/hooks (or similar product) may be use if installed properly and removed by the end of rental time. Any cost of damages will be taken from deposit.
- **TRASH:**
Trash is to be bagged, tied, and placed outside in the trash bin provided on the kitchen porch. Any trash that does not fit inside the bin should be left inside by kitchen door. **DO NOT** put garbage on the porch as the animals will get into it. Please separate recyclables. Trash bags are provided.
- **SUPPLIES:**
Restroom supplies and trash bags will be provided along with cleaning supplies/equipment for use during rental. Renters must supply all other miscellaneous items such as linens, etc.
- **OFF LIMITS:**
The attic and second floor are off limits. If used in any way – the renter will lose deposit.
- **NON-SMOKING:**
The facility is **NON SMOKING. All Federal, State, County and Local laws will apply.**
- **ALARM:**
The alarm will activate at 11:15 p.m.
- **GROUNDS:**
Robin Hill is a township park and the grounds remain open to the public. Absolutely **NO** temporary structures are permitted to be erected without permission from MPR and written approval. The grounds also include, but not limited to trails, open grass area behind center, gazebo, etc.
- **GAZEBO:**
The Gazebo is available for rental as described above for an additional fee. Any decorations must be pre-approved. No staples, tacks or nails are permitted. No equipment may be used outside (such as chairs) without prior written permission.
- **PARKING:**
Absolutely **NO** parking is permitted in the circle near the house other than in the designated parking areas. Renters may unload vehicles, but must then move vehicle to a parking space. This area must remain open as a **FIRE LANE**. Absolutely **NO** Parking on the grass.
- **EMERGENCIES:**
Dial 911 For Emergency. Fire extinguishers and AED devices are located on each floor. Staff is on call for non-emergencies.
- **CONFETTI, GLITTER, BIRD SEED, RICE & FLOWER PETALS ARE NOT PERMITTED.**
- **CHECK OUT:**
All center's equipment should be returned to its proper location and rental equipment, decorations and personal belongings removed. Check out protocols are reviewed with the renter at rental closing. **Moon Parks includes a cleaning service in the rental fees.**

Please note: MPR will only discuss event details with and accept payment from the renter (s) listed on the Agreement.