



2025 Moon Parks & Recreation

Rental Information for the Robin Hill Carriage House

CAPACITY

Rental capacity for the Robin Hill Carriage House is 44 persons.
All Township ordinances must be followed.

RESERVATIONS

Rental of the Robin Hill Carriage House may be made for meetings, birthday parties, showers, a space to get ready for weddings, rehearsal dinners, and other small events.

Reservations are accepted up to one year prior to the event (first business day of the month.)

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

DEPOSIT

A deposit of **\$150.00** is required to secure the request for the rental. Should there be damages; the deposit will be applied for the repairs. If the cost of the damages exceeds \$150.00, the renter will be charged accordingly. The **deposit is in addition to the rental fee** and is refundable only if all conditions of this agreement are met.

CANCELLATION

Cancellation occurring with a notice of at least 90 days prior to the event date will result in a cancellation fee of \$50.00. Cancellation occurring with a notice of less than 90 days prior to the event date will result in all fees and deposits forfeited. If this rental is in conjunction with a Robin Hill Center rental, cancellation of the Robin Hill Center rental will result in cancellation of this rental.

FEES

4 Hours

Residents (Any person residing within Moon Township)	FEE	\$150.00	Weekend (Fri-Sun)
	FEE	\$75.00	Weekday (Mon-Thur)
Non-Residents (Any person not residing in Moon Township)	FEE	\$175.00	Weekend (Fri-Sun)
	FEE	\$100.00	Weekday (Mon-Thur)

Rental fees are based on a four (4) consecutive hour usage of approved rental time between 11a.m and 11p.m.

Additional Fees:

Additional Rental Time	FEE	\$75.00 per hour
Alcohol (ABC) Permit	FEE	\$40.00

Failure to follow the Facility Rules & Renter Responsibilities governing the use of the facility will result in the revocation of the permit and all fees will be forfeited.

PAYMENTS / RENTAL TIME

Rental fee(s) and deposit will be paid in full and rental hours finalized at the time of signing the Agreement unless the rental is an add-on option to the Robin Hill Center rental. In the latter case, the payment due date and finalization of rental hours will follow the Robin Hill Center rental policy. If fees are NOT paid within the specified deadline, the Agreement will be invalidated. All payments made must be in the name of the renter on the Agreement.

Facility Rules & Renter Responsibilities

- **DOORS/ALARM:**

Doors will be scheduled to open at the start time on the Agreement and locked at the end time on the Agreement. **Press the blue handicap button to open the door. The alarm will activate 15 minutes after the end time of your event.** Please call the police non-emergency number at 412.262-5000 if any assistance is needed.

- **SETUP:**

ALL rental equipment, personal belongings and decorations must be set-up during the rental period.

- **DAMAGE/SECURITY DEPOSIT:**

Renter is responsible for the behavior of all guests. If damages exceed the damage/security deposit, the renter will be charged an additional amount to cover the cost of the 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 will be fully refunded to the renter (to credit card used to pay deposit or by check in the mail) within forty-five (45) days after the rental. The facility cannot be left unattended at any time unless it is rented in addition to the Robin Hill Center. If the Carriage House is rented as a standalone rental and is left unattended before the end time of the rental, the deposit will be forfeited. The Township of Moon is not responsible for damage or theft to any equipment or supplies of the renter, guests and vendors.

- **ELECTRICITY:**

The electrical power in the facility is minimal. The Township does not guarantee any wattage or amperage. Any excess use of power may result in blown breakers or power loss. The Township is not responsible for any loss of electrical service or damage to the renter's or guest's equipment.

- **DECORATING:**

NO NAILS OR THUMB TACKS are permitted. Masking or painter's tape can be used. Remove all tape at the conclusion of the event. "Command" strips/hooks (or similar product) may be used if installed properly and removed by the end of rental time. Any cost of damages will be taken from deposit.

- **SUPPLIES:**

Restroom supplies, trash bags, and cleaning supplies/equipment are provided and are located in the foyer closet. Renters must supply all other miscellaneous items such as linens, etc. No materials may be left in the building at the end of the rental.

- **OFF LIMITS:**

The attic and basement are off limits. If used in any way, the deposit is forfeited.

- **NON-SMOKING:**

The facility and grounds are **TOBACCO-FREE** zones including "vaping" and e-cigarettes according to Township Resolution R-28. **All Federal, State, County and Local laws will apply.**

- **GROUNDS:**

This facility rental does not include use of the grounds. Absolutely **NO** temporary structures are permitted to be erected outside, including bounce houses and tents. Outdoor use of the facility's tables & chairs is strictly prohibited. If the facility's equipment is used outdoors, the deposit is forfeited.

- **PARKING:**

Only park in designated parking areas. Absolutely **NO** Parking on the grass.

- **EMERGENCIES:**

Dial 911 For Emergency. A fire extinguisher and an AED device are located on the premises.

- **CONFETTI, GLITTER, BIRD SEED, RICE, FLOWER PETALS, INFLATABLES, AND OPEN FLAMES ARE NOT PERMITTED.**

- **BEFORE END OF RENTAL TIME:**

All of the facility's equipment should be returned to its proper location and rental equipment, decorations and personal belongings removed. Bag, tie, and place garbage in the lobby area between the two front doors. **DO NOT** put garbage on the porch as the animals will get into it. Trash bags are provided. Clean all surfaces including tables and countertops.



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Robin Hill Carriage House Rental Agreement

Pre-approval is required prior to submitting this form.

RENTER'S NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ EMAIL _____

DATE(S) OF RENTAL _____

PURPOSE OF RENTAL _____ RENTAL TIME _____

AMOUNT OF DEPOSIT \$ _____ AMOUNT OF FEE \$ _____ ABC \$ _____

A Certificate of Insurance is required for groups, organizations and companies. Renter shall have, at all times while this Rental Agreement is in effect, a commercial general liability insurance policy with a minimum limit in the amount of \$1,000,000 which includes a combined single limit of liability for Bodily Injury and Property Damage. The Certificate of Insurance is to be provided with the Township of Moon, 1000 Beaver Grade Road, Moon Township PA, 15108 named as an additional insured. The group, organization or company listed as INSURED on the insurance must match the organization listed on this agreement.

No person or persons whatsoever may sell or offer to sell any article or service for hire within the limits of the park or set up therein any stand or booth for such purpose or distribute or display handbill, cards or advertisements of any nature whatsoever unless authorized by the Director of Parks and Recreation. No fundraising is permitted.

It shall be unlawful for any person in any park, recreation or conservation area to prevent any person from using any park or any facilities or interfere with such use in compliance with Township Code and the rules applicable to such use.

The Township reserves the right to deny a potential renter, based on past experience with the renter, or any other valid reason and reserves the right to increase the deposit again based on past experiences with the renter. A party which owes the Township money as a result of a prior use of the center will not be permitted to again use the facility until this debt is resolved.

Renter agrees to defend, indemnify, and hold harmless the Township of Moon, its elective officials, officers, appointees and employees from and against any and all loss, liability, and damages, of whatever nature to persons, property, including but not limited to death of any person and loss of the use of any property related to or resulting from use of said facility pursuant to this Agreement.

I have read and agree to the deposit and rental fees and the rules governing the use of the Robin Hill Carriage House facility. I also understand that in the event of damages or theft during the use of the center, the renter will not be refunded the deposit and in the event of damages exceeding the deposit fee, the renter will be charged additionally for damages incurred. **By agreeing to this Agreement, I understand all fees, times; dates, etc. are subject to change. At the time of full payment, the renter must agree to the current rules and regulations.**



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INDIVIDUAL RENTERS

SIGNATURE OF RENTER _____ DATE _____

COMPANY/ORGANIZATION RENTERS

SIGNATURE OF RENTER'S AGENT _____ ON BEHALF OF
_____(COMPANY/ORGANIZATION)

DATE _____