



# 2024 Moon Parks & Recreation Rental Information for Robin Hill Center

## CAPACITY

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, showers, birthday celebrations and other events.***

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

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

## DEPOSIT/CANCELLATION

Amount of required deposit is **\$300.00** and is necessary to secure the request for rental. Cancellation prior to 90 days of the event, will result in a cancellation fee (\$150.00). If less than 90-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 \$300.00, 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

### 8 Hours

<b>Residents</b> (Any person residing within Moon Township)	FEE	<b>\$660.00 (May–September)</b>
	FEE	<b>\$605.00 (October–April)</b>
<b>Non-Residents</b> (Any person not residing in Moon Township)	FEE	<b>\$770.00 (May–September)</b>
	FEE	<b>\$715.00 (October–April)</b>

**Rental fees are based on an eight (8) consecutive hour usage of renter’s choice, between 11 a.m. & 11 p.m.**

### Additional Fees:

<b>Additional Rental Time</b>	FEE	<b>\$50.00 per hour</b>
<b>Friday Night Before (Saturday Renters Only 5p.m.-9p.m.)</b>	FEE	<b>\$200.00</b>
<b>Alcohol (ABC) Permit</b>	FEE	<b>\$30.00</b>

**Rental includes main floor and basement areas of the center as well as the outdoor areas behind it including patios, lower lawn, gazebo, and Fleur De Leune garden.**

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

## PAYMENTS

**Full payment of rental fee is due no later than thirty (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 If fees are NOT paid within 30 days, the date will become available to rent and agreement is no longer valid. All payments 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 of your event hours and lock at the end of your event hours. **The alarm will activate 15 minutes after the end time of your event hours.** Please call the police non-emergency number at 412-262-5000 if any assistance is needed.
- **RENTAL TIME:**

The Robin Hill Center rental includes 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. The deposit will be forfeited if renter leaves the facility unattended before the building is locked.
- **SETUP:**

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

Tables and chairs are provided to be used inside the building only. Use of the tables & chairs outdoors is strictly prohibited. If center's equipment is used outdoors, renter will lose the deposit. All furniture (indoors/outdoors) must be returned to the original location by the end of rental time. Also available for the renters to use are a heating cabinet, an electric 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.
- **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 used 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.
- **SUPPLIES:**

Restroom supplies and trash bags will be provided along with cleaning supplies/equipment for use during rental and located in the kitchen closet (labeled). 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 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:**

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. Lower lawn tables can be moved around within the lower lawn area. Teak tables must stay on the rear patio areas of the center.
- **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, INFLATABLES, PIG ROASTS, AND OPEN FLAMES ARE NOT PERMITTED.**
- **BEFORE END OF RENTAL TIME:**

All center's equipment should be returned to its proper location and rental equipment, decorations and personal belongings removed. Empty and turn off the heating cabinet. Bag, tie and place garbage outside in the trash cans provided on the kitchen porch. Any trash that does not fit inside the cans should be left inside by the kitchen door. **DO NOT** put garbage on the porch as the animals will get into it. Trash bags are provided.

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