

City of York Parks & Recreation Auditorium Rental Form



Set Up Date(s): _____ Time: _____

Rental Date(s): _____ Time: _____

Take Down Date(s): _____ Time: _____

Event: _____

Renter: _____ Phone Number: _____

Address: _____ Email: _____

Anticipated Guest Number: _____ Additional Information: _____

Food Caterer: _____ Phone Number: _____

Beverage Caterer: _____ Phone Number: _____

Equipment Needed: Chairs: _____ Tables: _____

Bleachers: _____ Locker Rooms: _____ Stage: _____

Balcony: _____ Microphone: _____ Sound System: _____

Projector Screen: _____ Dance Floor: _____ Scoreboard: _____

Main Basketball Hoops: _____ Portable Basketball Hoops (1-4): _____

Main Volleyball Net: _____ Short Court Volleyball Nets (1-2): _____

Batting/Golfing Cages (Golf Clubs Not Included): _____

Miscellaneous: _____

Office Use Only

Rental Form: _____ Date Received: _____ Date Entered: _____

Rental Fee: _____ Date Accepted: _____ Amount: _____ Payment Type: _____

Damage Deposit Fee: _____ Date Accepted: _____ Amount: _____ Payment Type: _____

Date Cleared: _____ Date Returned: _____

Staffing

Set-up: Time: _____ Staff: _____

Time: _____ Staff: _____

Rental: Time: _____ Staff: _____

Time: _____ Staff: _____

Take-down: Time: _____ Staff: _____

Time: _____ Staff: _____

Rental Fee & Full Deposit are required at the time of the reservation

Non-Athletic Events

Main Gym Non-Revenue Producing Event	\$400 x ____ Day(s)	_____
Main Gym Revenue Producing Event	\$600 x ____ Day(s)	_____
Basement	\$300 x ____ Day(s)	_____
Alcohol (Main Gym/Basement Only)	\$250 x ____ Day(s)	_____
Set Up (Day(s) Before)	\$150 x ____ Day(s)	_____
Take Down (Day(s) After)	\$150 x ____ Day(s)	_____
North Dining Room	\$30 x ____ Hour(s)	_____
Removal of Portable Basketball Hoops (If not removed, they will be placed in corner of gym)	\$100	_____
Party Package (2 Hours) (Includes the North Dining Room, Gym, & Basement)	\$100	_____
Refundable Damage Deposit (Weddings Only)	\$200	_____

DAMAGE DEPOSIT: _____

RENTAL TOTAL: _____

Athletic Events

Main Gym

Practice (2 Hours)	\$10 x ____ Hour(s)	_____
Game (3 Hours/Game, 2 Games Max)	\$60 x ____ Game(s)	_____
Tournament (3+ Games)	\$350 x ____ Day(s)	_____

Basement: Batting/Golfing Cages

Cage #1 & Cage #2	\$10 x ____ Hour	_____
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Concession Stands

North Dining Room	\$100 x ____ Day(s)	_____
Balcony	\$100 x ____ Day(s)	_____

RENTAL TOTAL: _____

City of York Parks & Recreation

Auditorium Rental Agreement

The City of York gives the Renter the right to use the described premises in consideration of the rental charge specified upon the following conditions:

1. The Renter shall not use the premises in violation of any Federal or State Law, City Ordinance, or Fire Regulations, and shall pay charges for special security if some are deemed necessary by the City of York.
2. The Renter shall pay for any damage or breakage to the building or property therein that occurs as a result of negligence or misuse of said premises by the Renter.
3. The Renter shall leave the premises in a clean and orderly condition with trash and debris picked up and placed in receptacles or the City of York reserves the right to withhold refund of deposits.
4. All chairs and tables must be taken down by the Renter immediately following the event.
5. The City of York reserves the right to rent all available facilities during any given rental or event.
6. The Renter shall hold the City of York harmless from all liability for injury or death, or loss of or damage to, any person or property that occurs during, or as a result of, the use of facilities by the Renter, and shall indemnify the City of York for all expenses it may incur as a result of claim or demand by anyone growing out of the use of said facility by the Renter.
7. The City of York reserves the right to withhold refund of deposits and establish larger deposits based on events.
8. The City of York is not responsible for lost, stolen, or broken items.
9. Rentals that have obtained permission to consume alcohol must cease consumption at 12:00 am.
10. All rentals must vacate the premises no later than 1:00 am.
11. Rental and deposit fees must be paid separately. Deposits will be held until after the event. If the facility is in the same condition and all conditions of this agreement are met by the Renter, the deposit will be mailed within one week of the rental.

Cancellation Policy

Notice prior to 30 days = Full refund. Notice less than 30 days = No refund.

Practice or game only: Notice prior to 24 hours = Full refund. Notice less than 24 hours = No refund.

The undersigned agrees to the terms and conditions set forth above, and the City of York Parks & Recreation Department acknowledges receipt of payment of rental charges as specified and dated on the agreement.

I do hereby authorize City of York Parks and Recreation Department and its assigns to utilize any and all photographs, pictures or other likeness of me or anyone assigned guardianship to me, as they deem appropriate in promotional materials or team films.

Renter Signature: _____ Date: _____

YPR Representative Signature: _____ Date: _____