BOROUGH OF CARNEGIE
One Veterans Way | Carnegie, PA 15106
Office: 412-276-1414 | Emergency Contact: 412-518-5393
www.carnegieborough.com

****NOTE: RENTAL AGREEMENT & ALL FEES MUST BE SUBMITTED AT TIME OF BOOKING. WE WILL NOT HOLD DATES****

APPLICANT INFORMATION

Applicant Name/Organization: _____

Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Driver's License ID: _____ Rental Date: _____

Purpose: _____ No. of Guests: _____ Hours: _____

SHELTER INFORMATION	CIRCLE ONE	OTHER FEES
_____ Stone	$150 Resident $200 Non-Resident	_____ Deposit $50 **(REQUIRED)**
_____ Monarch	$150 Resident $200 Non-Resident	_____ Alcohol Permit $25 **(OPTIONAL)**
_____ Kelty	$100 Resident $125 Non-Resident	
_____ Monkerrin	No Rental Fee, Security Deposit Only	

** Checks & Online Payments are the only acceptable forms of payment **

Check Payments: 1 check for security deposit and 1 check for rental fees and alcohol permit (if applicable)
Online Payment: Visit the parks page or scan QR Code at Borough Building; all fees paid together. Your security deposit will be refunded via check 3-6 weeks following your rental.

APPLICANT AGREEMENT & SIGNATURE

The Undersigned hereby makes application for use of the above indicated Shelter and agrees to abide by the rules and regulations in effect as stated below and on the back of this form.

The shelter will be leased in good, proper condition. Any damage done during the use of the shelter will be reported to the Carnegie Police Department within 24 hours after departure. The applicant further agrees to hold the Borough of Carnegie harmless from liability of any nature. It is further understood that any expenses incurred by the Borough of Carnegie related to damage of park shelter or facilities during use by the applicant will subject the applicant to fines and/or penalties.

_____ _____
Applicant Signature Date

_____ _____
Borough Representative Signature Date

RULES AND REGULATIONS

1. This permit applies only for the date stated on this form, allows for use of the indicated shelter only and does not imply exclusive use of the entire park. All play apparatus, play areas, court areas, ball fields, and the dog park must be shared with other individuals utilizing the park facilities. This permit implies use of the provided tables only and no tables are to be moved at any time.
2. It is understood that the person whose name appears on the permit:
    - Is the individual renting the shelter
    - Is responsible to see that all laws are obeyed by all persons within the party
    - Is responsible for the proper conduct of all persons in the party
    - Is responsible for damage control and litter collection
    - Must close all doors and return keys to lock box
3. Alcohol is allowed only provided the fee is paid and the section below has been completed and approved.
4. No live bands, DJ's or concerts can be included as part of this shelter rental without written permission from the Borough of Carnegie.
5. Carnegie's park hours are 8:00am to 10:00pm. Lights are on a sensor and will come on at dusk.
6. Should rules be violated, or the laws be broken, this permit may be revoked at any time.
7. Cancellation Policy: Two weeks or more before rental will be refunded all rental fees
   Less than two weeks before will only be refunded the security deposit

Ordinance Number 2067, adopted by the Borough Council, establishes rules and regulations for the use of Borough Parks is a part of this application.

ALCOHOLIC BEVERAGE CONTROL PERMIT

This Alcoholic Beverage Control Permit is issued in accordance with Borough Ordinance #2067 which governs all parks and recreation areas under the jurisdiction of the Borough of Carnegie.
This permit must be signed by the individual leasing the park shelter indicated, approved by a borough representative, and posted in the space provided in the shelter.

- No alcoholic beverages may be supplied to minors under penalty of law. No alcoholic beverages are permitted outside of the shelter.
- No money can exchange hands for "admission" or other similar charges for a picnic or other event.

Park hours are 8:00am to 10:00pm. Please allow ample time for clean up of the shelter and surrounding area so that you will be out of the park by closing time.
Please sign and date below to acknowledge the permit rules even if you are not requesting one

_____ _____
Applicant Signature Date

_____ _____
Borough Representative Date

Date Received _____ By _____ Rental Fees _____ Check # / MO _____

Deposit _____ Check # / MO _____

Monarch & Stone Shelter Rentals Only (Code will be emailed four days prior to your event)

Lock Box Code: _____