

CONEWAGO TOWNSHIP  
490 COPENHAFFER ROAD  
YORK, PA 17404  
(717) 266-2122  
EMAIL: [conetwp@comcast.net](mailto:conetwp@comcast.net)

## **RENTAL CONTRACT**

1. Rental arrangements are to be made during normal business hours: Monday through Friday, between 8:00 a.m. and 4:00 p.m. Keys may be picked up at the township building during these hours.

2. The maximum occupancy of the hall is 75 for banquet-type seating.

3. The building will not be reserved until the contract along with a \$50.00 non-refundable deposit is returned to the township. The remaining balance of \$100.00 must be paid 60 days prior to rental. Total cost of rental is \$150.00.

The building may be rented for a 2 hour time period for \$35.00. (Anything over 2 hours will be the full rental fee of \$150.00). The deposit must be paid and contract completed when renting the building.

4. Please return the keys during office hours the next business day.

5. Alcoholic Beverages are prohibited.

6. The building must be vacated and cleaned by 1:00 a.m.

7. Before leaving, the renter is responsible for ensuring that: all doors are closed and locked, windows are shut, the fans are off and lights are turned off.

8. The building is clean, table tops are washed and tables are left standing, chairs are washed off as needed, all debris is picked up and floors are to be swept, etc. REMOVE ALL DECORATIONS FROM THE BUILDING. The furnace must be set at 60 degrees and the air must be turned off at end of use if applicable.

9. The renter is responsible for putting their trash in the bags provided, tie them shut and place the trash IN THE DUMPSTER.

10. Renter is responsible to provide all dishes, utensils, cooking equipment and kitchen linens.

11. SMOKING IS PROHIBITED AND NO ILLEGAL OR OBSCENE ACTIVITIES ARE ALLOWED.

12. The renter assumes the entire responsibility and liability, including but not limited to judgements, awards for damages, equitable relief and defense costs, any and all claims or causes of action that may be brought against Conewago Township as a result of the conduct of the renter's event at the building, including the conduct of any of the renter's guest. The renter releases and holds Conewago Township harmless from and against all such responsibility and liability. The Township reserves the right to deny rental for any reason to any past renters at the sole and absolute discretion of the Township.

13. Please leave building in satisfactory condition. Should there be any damages or losses incurred, the renter will be liable for any damage or loss and will be billed accordingly.

14. The use of one ball field is included in rental price. (If available)

15. No person or organization renting the property can sub-lease or charge for parking or any vendor activity on the property.

I hereby agree to the conditions for rental and signify that all information supplied by me is true and correct. I assume liability for the conduct of my guests and for damages incurred while building is rented in my name.

**ATTENTION: FACILITIES WILL NOT BE RESERVED UNTIL ALL FEES AND DEPOSITS ARE PAID AND THIS SIGNED CONTRACT IS RETURNED TO THE TOWNSHIP.**

PLEASE SIGN AND RETURN THIS FORM ALONG WITH PAYMENT MADE PAYABLE TO:

CONEWAGO TOWNSHIP  
490 COPENHAFFER ROAD  
YORK, PA 17404