

600 Monroe Street  
Freemansburg, PA 18017-7280  
(610) 866-2220 Fax (610) 868-2402  
www.boroughoffreemansburg.org



Gerald C. Yob, *Mayor*  
Homer G. Lorrh, *Council President*  
Gerald J. Gasda, *Borough Mgr.*

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## Borough Hall Rental Information

All hall reservations and payments are handled through the Freemansburg Borough Office. To reserve the hall contact the Borough Office at 610-866-2220. The hall is approximately 40' X 40', and will hold up to a maximum of 100 people. There is a kitchen for light prep of food, and a refrigerator for food storage. Due to liability reasons, patrons are not permitted to use the stove or oven in the kitchen. Tables and chairs will be provided. **No smoking or alcohol is permitted.**

\*\*\*Please do not hang any decorations from the ceiling\*\*\*

The following items are not supplied:

- Dishes, flatware, serving utensils, storage containers.
- Cups, glasses, pitchers, ice.
- Dish towels, dish soap, pot holders, oven mitts, dish rags, napkins, and paper towels.

Renters are expected to clean up, and replace tables and chairs to their storage area. A mop, broom, dust pan, and bucket will be available for use.

### **Resident Fees: (Must provide driver's license to receive Resident rates)**

- Evenings and Weekends - \$60.00 per hour (Min. 2 hrs / Max. 5 hrs / Max. Charge \$250.00)
- Daytime Monday through Friday - \$50.00 per hour (Max. 3 hrs.)

### **Non-Resident Fees:**

- Evenings and Weekends - \$75.00 per hour (Min. 2 hrs / Max. 5 hrs / Max. Charge \$325.00)
- Daytime Monday through Friday - \$65.00 per hour (Max. 3 hrs.)

1. A security deposit of \$75.00 **cash** is due at the time of booking. No date will be held without a security deposit and full payment of rental. Security deposits are returned after hall is inspected and found clean and free of any damage.
2. **Payment in full** must be received at time of reservation to hold the date.
3. Cancellations must be made no later than 2 weeks in advance to receive a full refund of the security deposit. No refund of deposit will be made if cancellation is less than 2 weeks before event, or no show.

### **Times:**

1. Hall will be open 1 hour prior to rental agreement time for set up and decorating purposes.
2. Hall is available for reservations between the hours of 9 am – 11 pm.
3. **For arrival and departure confirmation, contact Justine Parra 610-866-2220 (x102)**

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## Borough of Freemansburg Hall Rental Contract

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Reservation Time: \_\_\_\_\_ to \_\_\_\_\_  
(Hall is available for reservation between 9 am – 11 pm)

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ DL#: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone: \_\_\_\_\_  
(Home) (Cell)

Amount of people attending: \_\_\_\_\_ Event Catered: Yes \_\_\_\_\_ No \_\_\_\_\_  
(Maximum Capacity 100 People)

Name of Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

Hall Rental Fee: \_\_\_\_\_ Date Received: \_\_\_\_\_ By: \_\_\_\_\_  
(Signature of person taking payment)

Security Deposit: \_\_\_\_\_ Date Received: \_\_\_\_\_ By: \_\_\_\_\_  
(Cash Only) (Signature of person taking deposit)

Date Security Deposit Returned: \_\_\_\_\_ Returned By: \_\_\_\_\_ Received By: \_\_\_\_\_

*By signing this form, I acknowledge that I am aware of my responsibility to leave these premises clean and free of damage. I agree to inform the Borough of Freemansburg of any cancellation no later than 2 weeks prior to my event. I am also aware that failure to cancel in allotted time may result in loss of my security deposit. I acknowledge that I am aware of the no alcohol policy.*

I agree to all terms and conditions set forth.

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

**For arrival and departure confirmation, please contact Justine Parra 610-866-2220 (x102).**

CC: \_\_\_ Deposit Envelope \_\_\_ Police Dept. \_\_\_ Renter