

Porter Township Activity Center
216 Spring Run Rd.
Mill Hall, Pa 17751
Building Rental Agreement Terms & Conditions

To guarantee rental of the Porter Township Activity Center:

Phone Nevin Courter 570-263-0490

Make check payable to Porter Township Supervisors

Send full payment and form below to Nevin at P.O. Box 462 Lamar, Pa 16848

Rental Fees: Multi-Purpose Room \$ 100.00

Kitchen \$ 100.00

A \$50.00 deposit will be required and due 30 days in advance of date of use.

Make check payable to Porter Township Activity Center.

Mail to Nevin Courter P.O. Box 462 Lamar, Pa 16848

Deposit will be returned after facility is inspected. Failure to maintain the room/rooms as you found them will result in NO refund. You are accountable for any damages occurring at the time of your event and or any missing equipment.

NO ALCOHOLIC BEVERAGES PERMITTED

The Activity Center is not responsible for any injuries, damages or loss to any personal property brought into the building. Any Activity Member has the right to enter the building at any time during the period of rental to assess compliance with agreement. The Activity Member has the right to terminate the rental agreement at any time if terms of agreement are not followed. The Activity Center Member will make the decision whether or not to reduce or refund any portion of the rent.

Use of the Multi-Purpose room would give you:

Use of tables and chairs

Use of 4 burner gas stove and oven

Access to cooler & small freezer

Broom and dustpan

Use of sink & counter space

Dry Mop

Use of microwave

Wet Mop and Bucket

If event is cancelled within 10 days of event date you will receive full refund.

Individual or organization _____

Address _____

Phone _____ Type of Function _____

Multi-Purpose Room \$100.00 _____ Kitchen \$100.00 _____ Cleaning Deposit \$50.00 _____

Date and Times of use _____ Rental Fee Check _____ Cash _____

_____ Deposit Fee Check _____ Cash _____