1000 Beaver Grade Road, Moon Township, PA. 15108
Phone (412) 262-1703 Fax (412) 262-1840
info@moonparks.org

2010 RENTAL INFORMATION FOR MOONCREST NEIGHBORHOOD CENTER

In accordance with Fire Code,
Maximum Capacity for Mooncrest Neighborhood Center is 50 persons

RESERVATIONS

The MoonCrest Neighborhood Center is available for rental of meetings, parties and other similar events. The facility is available to be rented for a 4 hour period. Additional time may be requested for an additional fee. We accept reservations up to six (6) months prior to event.

Reservations will require the damage deposit of $50.00 and a completed agreement to secure your request.

DEPOSIT

Amount of required deposit is **$50.00** and is necessary to secure your request for rental. Should you cancel at anytime you will be charged a cancellation fee ($25.00). Deposits will be returned approximately four weeks after the rental, as long as there are no damages or necessary clean-up required to the property. Should there be damages; the deposit will be used for the repair. If damages exceed $50.00, the renter will be charged accordingly. The **deposit is in addition to the rental fee** and is refundable only if all conditions to this agreement are met.

FEES

Residents (Any person residing within Moon Township)	FEE	**$35.00**
Non-Residents (Any person not residing in Moon Township)	FEE	**$50.00**

Rental fees are based on a 4 hour usage of renter's choice, between 12:00 PM & 10:00 PM. Additional preparation time is available for the fee of $25.00 for up to four hours immediately preceding function.

Full payment of rental fee is due no later than one month prior to the use of the facility.

PAYMENTS

All checks should be made payable to:
MOON TOWNSHIP PARKS AND RECREATION, and should be mailed to:
1000 Beaver Grade Road, Moon Township, Pa 15108.
To check availability or questions, please contact the Moon Park office at (412) 262-1703.