



1000 Beaver Grade Road, Moon Township, PA. 15108
 Phone (412) 262-1703 Fax (412) 262-1840
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2011 RENTAL INFORMATION FOR ROBIN HILL CENTER

In accordance with Fire Code Maximum Capacity for Robin Hill Center is 110 persons

RESERVATIONS

The Robin Hill Center is available for rental of weddings, reunions, graduation parties and other similar events. The facility is available to be rented for an eight (8) hour period. Additional time may be requested for an additional fee. We accept reservations up to one year prior to event.

DEPOSIT

Amount of required deposit is **\$150.00** and is necessary to secure your request for rental. Should you cancel prior to 30 days of your event, you will be charged a cancellation fee (\$75.00). If we do not receive a 30 day notice, you will forfeit all rental fees paid. Should there be damages; the deposit will be used for the repair. If damages exceed \$150.00, 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	\$450.00 (May—September)
	FEE	\$400.00 (October—April)
Non-Residents (Any person not residing in Moon Township)	FEE	\$550.00 (May—September)
	FEE	\$500.00 (October—April)

Rental fees are based on an eight (8) hour usage of renter’s choice, between 12 noon & 11 p.m. Renter may also request additional time.

Additional Fees:

Additional Rental Time (Set-Up)	FEE	\$25.00 per hour
Day/Night Before – 4 hour minimum	FEE	\$100.00
Alcohol (ABC) Permit	FEE	\$30.00
Gazebo Rental*	FEE	\$50.00
Holidays**	FEE	\$100.00
Optional – Clean –Up***		Please inquire

*** Please note – this is an add-on to the center rental ONLY.**

You are NOT PERMITTED to rent the gazebo without renting the center.

****Based on availability of staff.**

***** Clean-up must be completed by your end time, unless cleaning service is purchased.**

Full payment of rental fee is due no later than one month prior to the use of the facility. If fees are NOT paid within 30 days, your date will become available to rent.

ROBIN HILL MEETING ROOM FOR GROUPS OF 20 OR LESS PERSONS DURING REGULAR BUSINESS HOURS
 (9 a.m.–4 p.m.)

Non-Profit Groups: \$25.00 (Four Hours) Additional Fee per hour \$5.00

All Other Groups: \$50.00 (Four Hours) Additional Fee per hour \$10.00

Non-profit groups may use the facility on weekday evenings (Mon-Thurs.) at the reduced fee of \$100.00. All deposits, rules and additional fees apply. (Must have verification of non-profit status)

ADDITIONAL RENTAL INFORMATION

The Robin Hill Center is available to view by appointment only.
To schedule an appointment or check availability, please call (412) 262-1703.

- **TIME:**
The center is available for an eight (8) hour period, which must be used consecutively on the same day between the hours of 12 noon and 11 p.m. There will be NO exceptions without prior approval.
- **EQUIPMENT:**
Tables and chairs are provided at the center to accommodate your party. All tables and chairs should be folded and stacked at the conclusion of rental. Use of the tables & chairs outdoors is strictly prohibited. If equipment is found outdoors or been used outdoors, you are subject to lose your deposit. Also available for the renters to use are one electric stove, one gas stove and two refrigerators. Second refrigerator is located in basement.
- **CIRCUIT BOX:**
Circuit boxes are located on the staircase on the second floor and in the basement inside the closet of the children's room. If the circuits overload, the problem can be remedied by flipping the switch all the way off and then back on.
- **DECORATING:**
NO NAILS OR THUMB TACKS are permitted. Masking tape only.
Remove all tape at the conclusion of the event.
- **TRASH:**
Trash is to be bagged and placed outside in the trash container provided on the kitchen porch.
DO NOT put garbage on the porch as the animals will get into it.
Moon Township is a recycling community. All aluminum and corrugated paper should be recycled.
- **SUPPLIES:**
Renters must supply all miscellaneous items such as trash liners, dish towels, soap, linens, etc.
Restroom supplies will be provided.
- **OFF LIMITS:**
The attic and second floor are off limits. Additionally, the facility is **NON SMOKING**.
- **ALARM:**
The alarm will activate at 11:15 p.m.
- **GROUNDS:**
Robin Hill is a township park and while you are renting the facility for a specific time/function the grounds remain open to the public. Absolutely **NO** temporary structures are permitted to be erected on the grounds, without written approval. The grounds also include, but not limited to trails, open grass area behind center, gazebo, amphitheater, etc.
- **GAZEBO:**
The Gazebo is available for rental as described above for an additional fee. Any decorations must be pre-approved and no nails are permitted. No equipment may be used outside (such as chairs) without prior written permission.
- **PARKING:**
Absolutely **NO** parking is permitted in the circle near the house other than of handicapped guests. These spaces are marked. You may unload your car, but you must then move your vehicle to the upper lot. This area must remain open as a FIRE LANE. Absolutely, **NO** Parking on the grass.
- **EMERGENCIES:**
Dial 911 For Emergency. Fire extinguishers are located on each floor.
- **CONFETTI, BIRD SEED, RICE & FLOWER PETALS ARE NOT PERMITTED.**
- **CLEAN-UP:**
Renter is responsible for leaving the facility in the condition in which it was found. All equipment should be returned to its proper location and the floors should be vacuumed or mopped as needed. ***Through an outside service, the cleaning service option is available. Prior arrangements for this service will be required.***
- **ANY REQUESTS** to deviate from the above, must be submitted in writing no less than thirty (30) days prior to rental.