

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
Judith Danko, Borough Manager

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.**

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 Rudolph Gallich at 610-867-0412 or 484-357-9117.**

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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 Rudolph Gallich at 610-867-0412 or 484-357-9117.

CC: ___ Rudy Gallich ___ Deposit Envelope ___ Police Dept. ___ Renter