

Mailing Address

Phone Number



2435 Hickory Lane
Ransom Township, Pa. 18411

RANSOM TOWNSHIP
LACKAWANNA COUNTY

Office: 570-586-7250
Email: office@ransomtownship.pa.gov

RANSOM TOWNSHIP RENTAL AGREEMENT

By this agreement made and entered into _____ between Ransom Township, and:

_____ (Renter) for Rental date _____ of:

- Mt. Dewey Community Hall, 1101 Community Drive, Ransom Township PA 18504
- Ransom Hall, 2379 Newton Ransom Boulevard, Ransom Township, PA 18411
- Ransom Pavilion, 3150 Main Street, Ransom Township, PA 18411

The above lessee understands that they **are responsible for any damage done to the premises** either by themselves or their guests. **The premises must be left as you found it. If not, the deposit will not be refunded.** You agree to abide by the following rules which are set forth in this contract.

1. Renter is responsible for the conduct of all individuals entering the property during the terms of this agreement.
2. Tape, staples, and thumb tacks or any other material that may damage walls, ceiling, tables or floors is not permitted for hanging decorations, indoors or outdoors. Nothing is to be hung from/taped to the ceiling fans.
3. No silly string used on premises
4. No candles or open flames are permitted inside rental area. Open fires are prohibited.
5. Tables/Chairs must be cleaned, folded and stacked.
6. Floors must be swept and all garbage from kitchen and bathrooms put in bags and tied. (Mt. Dewey renters must place trash bags in the dumpster; Ransom Hall renters must place trash bags at the kitchen door; Pavilion renters must place trash bags in the dumpster.)
7. Ransom Hall's gas stove must be manually lit (Instructions on the wall and lighter in drawer)
8. Large and small appliances are to be turned off and cleaned after use.
9. All food/drink must be removed from refrigerator.
10. All property, indoor and outdoor, is to be cleaned at the end of rental period.
11. Flushing of feminine products or paper towels in toilets is not permitted.

12. All buildings are “non-smoking” facilities. Smoking inside the building is **prohibited**. All users must comply with current smoking laws.
13. Ransom Township reserves the right to require renters of the facility to provide professional security agents if deemed necessary.
14. Ransom Township is not responsible for lost or stolen items
15. Renter agrees that in the event alcoholic beverages are to be served on the premises of Township property, renter assumes complete and total responsibility for any and all occurrences, accidents, or incidences arising from the use of alcoholic beverages and agrees to hold harmless Ransom Township, its supervisors, employees and agents of and from any liability therefore. Renter further agrees that under no circumstances shall alcoholic beverages be served to anyone under 21 years of age and renter shall request appropriate identification as may be necessary to confirm the age of any person who wishes to consume alcoholic beverages.
16. Renter is not permitted to remove items belonging to Ransom Township from the premises.
17. Thermostat must be returned to 60°.
18. All lights must be turned off at conclusion of event. If the spare key has been used during your rental, the key must be returned to the cork board.
19. The renter is responsible for making sure all doors and/or gates are locked after exiting the facility.
20. After event occurs, renter is responsible for removing all signs, balloons etc. placed in the community at intersections, telephone poles, etc.
21. Parking is allowed in designated areas only and prohibited beyond designated areas. Ransom Township has a noise ordinance from 10PM to 7AM. Any music, band or DJ will have to cease or lower the volume during these hours.
22. Hunting, Target Practice, Sighting of Rifles and Archery is prohibited.
23. In addition to all of the obligations and responsibilities of renter as set forth herein, renter agrees to indemnify and hold harmless Ransom Township, its supervisors, employees and agents from and against any and all claims arising from renter’s use of the premises of Ransom Township, or the conduct of renter, renter’s representatives and guests, and shall further indemnify and hold harmless Ransom Township, its supervisors, employees and agents from and against any and all claims arising from any breach or default in the performance of any obligation required of renter under the terms of this agreement, arising from any negligence of the renter, renter’s representatives and guests, and from and against all costs, attorneys’ fees, expenses, and liabilities incurred in the defense of such claim or any action or proceeding brought thereon; and, in case any action or proceeding shall be brought against Ransom Township, its supervisors, employees and agents by reason of such claim, renter, upon notice from Ransom Township, shall defend the same at renter’s expense

including, but not limited to, the payment of counsel fees and costs. Renter, as a material part of the consideration to Ransom Township for use of the premises of Ransom Township, hereby assumes all risk of damage to property or injury to person(s) in, upon, or about the premises of Ransom Township arising from any cause whatsoever and renter waives all claims in respect thereof against Ransom Township, its supervisors, employees, and agents.

***Please note premises are under video surveillance.**

**If a tent is going to be used during the rental, you are required to rent the facility for two (2) days, and the tent must be set up in the designated area only.

***If there is no renter the day prior to the day of your event, you may be granted access to the venue to set up for your event. If that is the case, all clauses and conditions of this rental agreement apply to that time in which you are on/at the rental premises.

FEE SCHEDULE

The Renting Party is responsible, and upon demand shall pay Ransom Township for all damage to the rental property that arises from or is related to the Renting Party's rental of the property. This includes,

	Fee	Ransom Residents \$50.00 Discount	Hours	Deposit Due	Balance Due
MT DEWEY	\$250.00	\$200.00	7am to 11pm		2 Weeks Prior to Event
PAVILLION	\$450.00	\$400.00	7am to 11pm	1/2 at Contract Signing	3 Weeks Prior to Rental Date
PAVILLION_(FRIDAY)	\$250.00	\$200.00	Friday from 5pm to 11pm	1/2 at Contract Signing	3 Weeks Prior to Rental Date
RANSOM HALL	\$250.00	\$200.00	7am to 11pm		2 Weeks Prior to Event

but is not limited to, damage to the restrooms, tables, chairs, lights, walls, floor, kitchen or any other property or asset owned by Ransom Township. A copy of the inspection checklist used to assess damage/procedures is included with this contract.

Please make check or money order payable to **Ransom Township**. **** No cash is accepted. **** Rental Payment can be brought to 2435 Hickory Lane. If after hours, there is a secure mail slot located to the right of the main glass doors at the front entrance. Payment can also be mailed to the following

**Ransom Township,
2435 Hickory Lane
Ransom Township, PA 18411**

*The person signing the rental agreement must be at least 18 years of age and able to enter into a legally binding agreement. My signature attests to my ability to do so.

Lessee Signature Date

Ransom Township Representative Date