



Municipality of Monroeville
Recreation, Parks, and Human Services

Monroeville Community Park Wedding Gazebo Rental Application

Applicant Name _____ Organization _____

Street _____ City _____ Zip _____

Daytime Telephone _____ Driver's License No. _____

E-Mail Address: _____

Gazebo Rental Date _____ Approx. Number Expected to Attend _____

Purpose of Use _____

All Fees One Check – Full Payment Due At Time Of Reservation

WEDDING GAZEBO PERMIT FEES

(Wedding Ceremony requires rental fee and security deposit at time of rental)

PHOTO SHOOT (1 hour photo shoot)

Wedding Gazebo Rental	\$35.00	_____	Time: _____
<i>Nonresident Wedding Gazebo Rental</i>	\$50.00	_____	

WEDDING CEREMONY (2 hour ceremony)

Wedding Gazebo Rental	\$85.00	_____	Time: _____
<i>Nonresident Wedding Gazebo Rental</i>	\$125.00	_____	
Security Deposit (Refundable if all permit conditions met)	\$90.00	_____	

Total Amount Due _____

Payment Options: Cash – Check – Credit Card

Make checks payable to: Municipality of Monroeville, 2700 Monroeville Boulevard, Monroeville, PA 15146

Phone: 412-856-1006, Fax: 412-856-2353, or charge to credit card by filling out the information below.

Card # _____ Expiration Date: _____

Visa MasterCard

*must have signature to process credit card payment!

Name as it appears on credit card: _____ Signature: _____



Municipality of Monroeville
Recreation, Parks, and Human Services
2700 Monroeville Boulevard
Monroeville PA 15146
(412) 856-1006

The undersigned hereby makes application for the use of the above described facility and agrees to abide by the rules and regulations in effect; to leave the facilities in good, proper condition; and to report any damage done during the use of the facility or facilities to the Municipal Police within twenty-four hours of departure. The applicant further agrees to hold the Municipality of Monroeville free and harmless from the liability of any nature.

I certify that I have received a copy of the Condition of Use-Refund Policies and General Regulations Governing Park Use, and that I understand and agree to abide by them. I am aware that I will be sent a copy of any changes to these rules. I further understand that any expenses to the Municipality related to damage of the park facilities or violation of the park ordinances will result in a deduction from the security deposit and subject me to further fines and penalties as outlined in Ordinance No. 2139.

The information I have provided is true and correct to the best of my knowledge. I understand that this permit can be revoked, and all fees forfeited, and my event terminated for falsification of information, or failing to comply with park rules or ordinances.

Refund Policy:

Wedding Gazebo rental fees are refundable if cancelled no less than 60 days prior to event date. A \$10.00 processing fee will apply.

Security deposits are fully refunded in case of cancellation. Security deposit will be refunded in full after the scheduled event if the site is left clean and conditions are met; otherwise the fee may be retained in part or full.

Security deposits are processed through the municipal finance department and will be sent directly to the named permit holder 4-6 weeks following the scheduled event.

Signature of Applicant

Date

Approved by Program Director

Date