

RENTALS FOR PAL OF WILMINGTON

3707 North Market Street
 Wilmington, DE 19802
 (302) 764-6170 FAX (302) 764-2978

NON-REFUNDABLE DEPOSITS ARE DUE UPON FACILITY USAGE APPLICATION COMPLETION TO ENSURE BOOKING

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| Full Multipurpose Room Maximum 160 people Max 125 people if dancing | \$520 4 ½ hour minimum (total time includes decorating and departure time) \$150 non-refundable deposit \$80 for each additional hour |
| Half Multipurpose Room Maximum 75 people Max 50 people if dancing | \$340 4 ½ hour minimum (total time includes decorating and departure time) \$150 non-refundable deposit \$60 for each additional hour |
| Full Multipurpose Room + Use of Kitchen | \$1160 5 ½ hour minimum (total time includes decorating and departure time) Includes \$300 REQUIRED Deposit \$150 returnable upon passable kitchen inspection after event |
| Wilbert “Bunny” Miller Half Gym | Children Party \$550.00 4 hours 1 hour decorations setup/ Adult \$750.00 same hours |
| Wilbert “Bunny” Miller Full Gym | Basketball tournaments/volleyball Tournaments hourly rental inquire with operation staff |
| Kitchen only | Inquire with Operations Staff |

** All rental times include decorating and departure time **

** Rentals in excess of 6 hours require an additional non-refundable deposit **

NOTE: All events involving alcoholic beverages require the hiring of an off-duty police officer (see attached rules and regulations). In addition, at the discretion of the PALW, some events in excess of 100 attendees may also require the hiring of a police officer.

RULES AND REGULATIONS FOR USE OF PALW FACILITIES

1. No smoking or illicit drugs will be permitted on PALW property. Alcohol may be served to those over 21 with prior PALW approval and the presence of a police officer at the event. **Any costs necessary to provide such security will be the responsibility of the party renting the facility.**
2. No food or beverages will be permitted in unauthorized areas.
3. All decorations, posters, etc. for events must be approved by authorized PALW staff prior to use and must conform to fire and safety codes. Nothing shall be fastened to building surfaces that will mar finishes. All decorations are to be removed by the group responsible for their installation immediately following the event.
4. Adequate adult supervision, as determined by authorized PALW staff, must be provided by the group or organization using the facility. Groups larger than 100 attendees may, as determined by authorized PALW staff, require the presence of a police officer at the event. **Any costs necessary to provide such security will be the responsibility of the party renting the facility.**
5. When kitchen facilities are rented, it will be the responsibility of the renting party to be sure that the facility is cleaned in an acceptable manner immediately after the event. Failure to do so will result in forfeiture of additional kitchen deposit.
6. The PALW reserves the right to cancel events due to inclement weather or being called upon to act as an emergency shelter for the City of Wilmington. Whenever possible, the PALW will work with the renting party to reschedule the event when space is available. If this is not possible, the PALW agrees to refund the renting party their payment amount in full, including the non-refundable deposit. However, cancellation by the renting party of an event due to weather when the PALW remains open will result in enforcement of the cancellation policy outlined in the Facility Usage Application.
7. The PALW reserves the right to cancel or close down a scheduled event due to excessive noise, unauthorized use of the building, inappropriate behavior, vandalism to building or property, inadequate supervision, falsification of information on a Facility Usage Application, or any other behavior deemed offensive by PALW authorized staff. Any such action will result in a forfeiture of all monies paid by renting party and/or immediate removal from the facility.
8. It shall be the responsibility of the individual or authorized representative requesting the use of the PALW facilities to enforce all rules and regulations set forth herein and in the Facility Usage Application. Any individual or organization failing to comply with these rules and regulations shall be subject to suspension or termination of subsequent facility use privileges.
9. The signatory of the Facility Usage Application form shall be liable for the payment of all fees, charges, and damages incurred by the users under this policy and the terms of the Facility Usage Application.

Date Received _____

PALW FACILITY USAGE APPLICATION

Police Athletic League of Wilmington, INC.
3707 N. Market Street
Wilmington, DE 19802
Telephone: 302.764.6170 Fax: 302.764.2978

Before completing this form, please read the Rules and Regulations for Use of PALW Facilities, attached to this form. After processing, a copy of the application with the status of the request will be returned to the applicant.

THIS APPLICATION MUST BE FILED WITH THE NON-REFUNDABLE SPACE APPROPRIATE DEPOSIT (SEE ATTACHMENT) IN THE FORM OF CASHIER'S CHECK OR MONEY ORDER ONLY- NO PERSONAL CHECKS— AND APPROVED BY THE POLICE ATHLETIC LEAGUE OF WILMINGTON (PALW) OFFICE BEFORE SPACE REQUESTED IS RESERVED.

PLEASE PRINT INFORMATION BELOW:

Organization (if applicable) _____

Organization or Individual Address: _____

City/State/Zip

Contact Person: _____

Daytime Phone: _____ Cell Phone: _____

Date(s) Requested: _____ Time Requested: _____ Area Desired _____

Equipment Requested Chairs (grey banquet)(Cushion Purple)(Metal Folding Chairs)(Mic phone)

Type of Event: _____ Anticipated Attendance _____ Annually Event _____

Will admission be charged? YES _____ or NO _____ Concession Stand required? Yes ___ No ___

Will Alcohol be served? YES _____ or NO _____ (If yes, requires hiring of police officer)

Non-Profit Organization? YES _____ or NO _____

Tax ID Number: _____ (Attach IRS non-profit status letter)

SCHEDULE OF PAYMENT AND CANCELLATION POLICY

The balance of rental fee due must be paid 30 days before the scheduled event. If full payment is not received by that date, PALW reserves the right to release the scheduled space for other available rentals, upon notification of renting party. The notification shall consist of 2 phone calls and written notification by regular USPS. **Cancellation by renting party less than 30 days before the event will result in a refund of 50% of the total rental fee minus the deduction of the non-refundable deposit.**

LIABILITY AGREEMENT

In consideration of the grant of permission by PALW for use of the facilities as stated above, the undersigned party, or as a duly authorized representative of the above-referenced Organization, agree on behalf of said party or Organization and the individual members thereof, to release PALW and the PALW Board and their agents, employees and representatives from any and all claims for personal injury, death and /or property damage which may arise from or during the use of said facilities pursuant to said grant of permission, and do further agree to defend, indemnify and hold harmless the PALW.

____ I acknowledge that I shall be personally liable for payment of all fees and agree to the payment and cancellation policy above.

____ I have read the Rules and Regulations on the back of this form governing the use of the PALW facilities and will adhere to them as stated.

Name of Organization (if applicable)

Authorized Signature

Date

Deposit received: YES _____ NO _____ Initials _____

Director's Confirmation: _____

DATE: _____

APPROVED/NOT APPROVED

Rental Fee Amount \$ _____

Deposit of \$ _____ is due by: _____ received on: _____ by (employee initials): _____

The balance of \$ _____ is due by _____ Balance Received on _____ by (employee initials) _____