



MORTON BOROUGH HALL RENTAL

500 Highland Ave., Morton, PA 19070

HALL RENTAL

The Morton Borough has a hall rental space available. The hall is commonly rented for birthdays, graduation parties, communions/baptisms, funeral receptions, and anniversaries.

The hall rental is available to the public. Morton Borough residents receive a one-time discount on a rental per year.

Morton Borough will not approve hall rentals for the following holidays: New Year's Eve or Day, Good Friday, Easter, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving, and Christmas Eve or Day.

GENERAL INFORMATION

Morton Borough Hall rentals are typically available Friday, Saturday, and Sunday. Weekday rentals will require approval from the Borough Council President. Rentals may go as late as 10:00 p.m. on Friday and Saturday and as late as 7:00 p.m. on Sunday.

A standard hall rental is 4 hours plus 1-hour setup period prior to the start time of the event and a 1-hour cleanup period after the event ends.

Additional setup time and event time can be requested. If approved, the additional time will be charged at an overtime rate of \$150 per hour.

Tables and chairs are included with the rental and includes the indoor hall only not the outside grounds.

A refundable security deposit/booking fee is required to secure the rental.

RENTAL RESTRICTIONS

- No alcoholic beverages. If found on premise, immediate cancellation of hall rental with no refund of security deposit and rental booking fee.

- If proper policies and procedures are not followed such as but are not limited to proper clean up, damage to Borough property, or cancellation of less than 30 days, the security deposit/rental booking fee of \$200 to reserve the date is non-refundable.
- Hall rentals may go as late as 10:00 p.m. on Friday and Saturday and as late as 7:00 p.m. on Sunday. No rentals will be approved for the 2nd and 4th Wednesday of the month.
- Absolutely no indoor baseball, indoor kickball, indoor roller-skating, or indoor hockey.

HOW TO RENT THE HALL?

Generally, we would require providing at least a 4-week lead time in advance of the date you request to rent the hall. To request a hall rental, please complete the attached form, *Application for Morton Borough Hall Rental*.

For funerals or repass, please contact the Morton Borough Office for availability.

Any questions, please contact the Morton Borough Office at 610-543-4565 and leave a voicemail with your contact information including your email address so we may reply.

We will respond to your request as soon as administratively possible.

DETAILS

- Only 150 people in attendance per rental
- 2 bathrooms
- 16 rectangular tables & 100 metal foldable chairs for guests
- Stage
- Full kitchen

FEES

- 2024 Rate for residents is \$75 per hour and for non-residents is \$85 per hour.
- A new rate/booking fee increase will take effect on January 1, 2025.
- 2025 Rate: \$500 for a 4-hour rental (Morton residents will receive a \$100 discount one time per year).
- Booking fees must be paid in full 1 week prior to the date of rental, no exceptions.
- Refundable booking fee/security deposit of \$200 (must cancel at least 30 days before event for a refund).

- Extra rental or set up time is \$150 per hour.
- If renting the hall for basketball, the new 2025 booking fee is \$50 per hour paid in full at time of requested rental. For 2024, the booking fee remains the same at \$25 per hour.

RENTER PROPER CLEANUP

- Breakdown of all tables and chairs.
- Trash cans emptied and trash taken to the blue trash cans located outside the Borough garage.
- Sweep floor and dispose of dirt/food.
- Clean-up of the kitchen, if used.

I (We) understand that in being permitted to use the facilities of the Borough Hall, that I (we) are assuming the risk for any and all physical injuries to me, or any member of the organization, which such facilities are intended herein. In case of injury, I (we) hereby waive all claims against the organizers, the sponsors, or any of the supervisors appointed by them, as well as the Borough of Morton, or any official employee thereof. I (We) likewise release from responsibility any persons transporting myself, or us, to or from the facilities. I (We) understand that no alcoholic beverages are to be brought onto or upon the premises. As group head, I take responsibility for protecting the property from any damage while being used by our group and for cleaning the facility completely after use. I (We) will pay for any maintenance necessary due to our use of the facility if it exceeds normal wear and tear. I agree to adhere to the rental agreement.

Signature of Renter

Printed Name of Renter & Date Signed

Approval by Morton Borough Council Public Facilities & Infrastructure Chair

Approval by Morton Borough Council President