

# DO NOT PRINT - EXAMPLE ONLY RICHLANDTOWN BOROUGH

PO Box 455 Richlandtown PA 18955  
Phone 215-538-9290 Fax 215-538-8040

Date Mailed
Security Deposit Due:
Final Payment Due
(10 days prior to event date)

**PLEASE RETURN THIS FORM TO RICHLANDTOWN BOROUGH RE: BENNER HALL RENTAL**

In signing this Agreement, I hereby acknowledge that I have read and understand the terms and conditions of this Agreement and agree to comply with its terms. Benner Hall is located at 1260 Cherry St. Richlandtown, PA

**POR FAVOR DEVUELVA ESTE FORMULARIO A RICHLANDTOWN BOROUGH RE: BENNER HALL ALQUILER**

Al firmar este Acuerdo, por la presente reconozco que he leído y entiendo los términos y condiciones de este Acuerdo y estoy de acuerdo en cumplir con sus términos. Benner Hall está ubicado en 1260 Cherry St. Richlandtown, PA

POR FAVOR PROPORCIONE UNA COPIA DE LA LICENCIA DE SU CONDUCTOR. Los alquileres no serán aprobados sin una licencia en el archivo.

**PLEASE PROVIDE A COPY OF YOUR DRIVER'S LICENSE. Rentals will not be approved without a license on file.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(renter)

Print name: \_\_\_\_\_ (name on contract and license must match)

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Type of event: \_\_\_\_\_

Commercial Kitchen Use: (\$125) Date Paid (if applicable) \_\_\_\_\_

Security Deposit due: (\$250) Date Paid \_\_\_\_\_ (fully refundable after event)

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Borough Secretary)

-----**(Borough Use Only)**-----

**Security Deposit Refund Form**

The event held by \_\_\_\_\_ (Renter) on \_\_\_\_\_ (date) has been verified as  
\_\_ clean/ \_\_ unclean; facility noted to have \_\_ no damage/ \_\_ some damage; and \_\_ renters vacated on time.  
Please refund the Renter's security deposit in the amount of \$ \_\_\_\_\_. This net payment includes the  
Borough withholding \$ \_\_\_\_\_ to cover the following expenses: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Borough Secretary)