



# Colwyn Borough Hall and Park Rental Application

Borough Hall Address: 221 Spruce Street, Colwyn, PA 19023  
Bosacco Park: 101 Pine Street, Colwyn, PA 19023  
Email: info@ColwynBorough.com / Phone: 610-461-2000

## Applicant Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

## Event Details, which facility?

\_\_\_\_\_ Borough Hall (inside hall, limit 60 people)

\_\_\_\_\_ Bosacco Park (outside park, limit 150 people)

*No refunds for undesirable weather.*

## About your Event

Event Purpose / Name: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Alternative Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ (4 hour limit)

How many people: \_\_\_\_\_

Is the event open to the public: \_\_\_\_\_ Yes \_\_\_\_\_ No

Will admission be charged: \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, how much will be charged: \_\_\_\_\_

If Hall Rental, how many tables and chairs are needed?

6' Round tables (seats 8): \_\_\_\_\_ (up to 8 allowed)

Folding Chairs: \_\_\_\_\_ (up to 60 allowed)

## Liability Insurance

Will you provide a Certificate of Insurance (COI): \_\_\_\_\_ Yes \_\_\_\_\_ No

## Hold Harmless Agreement

I, the undersigned, agree to indemnify and hold harmless the Borough of Colwyn and its officials, employees, and representatives from any claims, damages or liabilities arising from the use of Borough Hall or Bosacco Park.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Fees, Deposits and Deadlines

*Note: Rental fees, security deposits, and additional charges (if any) will be determined by the Borough of Colwyn bases on event type, duration and facility usage.*

### Fees

#### Colwyn Residents

*(Proof of residency required)*

Borough Hall, Meeting Room: \$300

Bosacco Park: \$400

#### Non Colwyn Residents

Borough Hall, Meeting Room: \$400

Bosacco Park: \$500

### Deposits

To reserve the Hall or Park, you must make a \$150 deposit.

\$100 of deposit is non-refundable to hold date.

\$50 of deposit is refundable if Hall or Park is left clean (as you found it).

The balance of rental fee is due 48 hours before event. No exceptions, please.

All payments shall be made by money order to Borough Hall (open 9am – 3pm, Monday –

Friday) or electronically on our website @ <https://www.colwynborough.com/make-a-payment/>.

### Deadlines

Final payment must be made 48 hours before event!

**Renter Receipt**

Form completed date: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Fee for Hall or Park: \_\_\_\_\_

Deposit (\$150) Received: \_\_\_\_\_

\_\_\_\_\_ Money Order \_\_\_\_\_ Website Payment

Remainder of fee is due on: \_\_\_\_\_ (no exceptions, please)

\_\_\_\_\_ Renters Initials, verifying above information.

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**Colwyn Borough Use Only**

Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Notes / Conditions: \_\_\_\_\_

Employee Working Event: \_\_\_\_\_

Employee Rate: \_\_\_\_\_

**After the Event**

Was facility left clean? \_\_\_\_\_ Yes \_\_\_\_\_ No

Facility cleanliness verified by: \_\_\_\_\_

\$50 Cleaning Deposit To Be Returned \_\_\_\_\_ Yes \_\_\_\_\_ No

\$150 Deposit Returned: \_\_\_\_\_ Date \_\_\_\_\_ How Much? \_\_\_\_\_ Date Sent