



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)

Pricing: \$300 for Colwyn Residents, \$400 for non-Colwyn residents
+\$50 cleaning fee (returned if facility is left as it was found, clean).

There is to be no alcohol or any other drugs on any of Colwyn's properties.

_____ Bosacco Park (outside park, limit 150 people)

Pricing: \$400 for Colwyn Residents, \$500 for non-Colwyn residents
+\$50 cleaning fee (returned if facility is left as it was found, clean).

No refunds for weather. There is to be no alcohol or any other drugs on any of Colwyn's properties.

About your Event

Event Purpose / Name: _____

Requested Date: _____ Alternative Date: _____

Start Time: _____ End Time: _____

(4 hour limit and event must be over by 8pm. No exceptions.)

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)

Please provide layout of tables, 7 days ahead of event. Otherwise, a standard 6 round tables with 8 chairs at each table will be set up.

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, damage 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 7 days 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/>.

PLEASE NOTE: There is to be no alcohol or any other drugs on any of Colwyn's properties.

Thank you for respecting this rule. Violators will be unable to rent the park and the hall in the future if rule is not followed.

Deadlines

Final payment must be made 7 days 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 (7 days from event): _____ (no exceptions, please)

_____ Renters Initials, verifying above information.

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

Returned: _____ Date _____ How Much? _____ Date Sent