Manchester Room
BANQUET HALL

Please complete all the information below along with any other required forms. All required forms and payments must be in the possession of Trafford Borough to hold your date. Any incomplete forms will be returned to the contact person and the date will not be held. Please call (412) 372-7652 if you have any questions or need any assistance.

Part 1: Contact Information

Name of individual or organization	
Type of event	
Contact phone number(s)	
Contact e-mail address	
Contact home address	
How did you hear about us?	

Part 2: Rental Information

1.A	Is the rental for a wedding?		Check if yes		Includes day prior to rental for setup	
1.B			Check if no			
2.A	Is the rental for a 2-hour rental/ meeting		Check if yes			
2.B			Check if no			
3.A	Are you a non-profit group?		Check if yes		Proof of 501c 3,4 will be required	
3.B			Check if no			
4.A	Do you reside in Trafford Borough?		Check if yes		Proof of residency will be required	
4.B			Check if no			
5.A	Event Day	Circle S, M, T, W, TH, F, S				
5.B	Event Date					
5.C	Event time	Start time		Please note that normal operating hours are Sunday through Saturday 10:00 A.M. to 11:00 P.M.		
		End time				
6.A	Number of people attending event			Please note maximum capacity is 225 depending on room layout, see page 5 for seating arrangements.		
7.A	Will alcohol be served at your event?		Check if yes		Please note there is an alcohol permit fee	
7.B			Check if no			
8.A	Will alcohol be SOLD at your event?		Check if yes			
8.B			Check if no		If yes, please note a licensed vendor must be used to sell alcohol and they are required to provide a copy of such license	
9.A	Will beverage service be purchased?		Check if yes		Beverage service is $3.50 per person	
9.B			Check if no			
10.A	Will you need the stove/oven		Check if yes		The Manchester Room is equipped with a food warmer, the stove/oven should only be used for cooking purposes.	
10.B			Check if no			

Form Revised on December 06, 2023

Form: MR-001

Part 3: Rental Fee

1	Specialty fee	If 1A & 1B are checked enter $900.00 (Wedding)		
		If 2A is checked enter $200.00 (Two Hour Rental/Meeting)		
		If 3A is checked enter $175.00 (Non-Profit Sun-Fri)		
2	Base rental fee	Resident Rates	$300.00 (Sun – Fri)	$
			$400.00 (Saturday)	
		Non-Resident Rates	$350.00 (Sun-Fri)	
			$450.00 (Saturday)	
3	Alcohol permit fee	If 7A is checked enter $100.00		$
4	Beverage service fee	If 9A is checked please multiply value in box $3.50 (optional)		$
5	Table setup fee or Night before access	Table setup by the Borough, $125.00 (optional) AND/ OR access room night before - additional $125.00 (optional)		$
6	TOTAL AMOUNT DUE AT TIME OF RESERVATION (ADD LINES 1 THROUGH 5)			$
7	TOTAL SECURITY DEPOSIT DUE AT TIME OF RESERVATION (PLEASE WRITE SEPARATE CHECK AS THIS WILL BE HELD AND NOT CASHED UNLESS DAMAGE IS INCURED)			$150.00 or $250.00

PLEASE MAKE CHECKS PAYABLE TO TRAFFORD BOROUGH P.O. BOX 196, TRAFFORD, PA 15085

Part 4: Terms and Conditions

The Renting Party and the Borough of Trafford (hereinafter referred to as "Trafford") agree to the following Terms and Conditions:

1. Facilities. During the term of the Rental Period, the Renting Party may have the exclusive use and enjoyment of the Manchester Room, kitchen, bar, and restroom facilities located at 414 Brinton Road, Trafford, PA. The parking lots at the intersection of Fourth Street and Cavitt will also be designated for the Renting Party's guests. However, Trafford does reserve the right to designate some of the parking spaces for Trafford personnel.

2. Hours of Operation. Sunday through Saturday 10:00 a.m. to 11:00 p.m. The Manchester Room and premises must be cleaned and vacated by the closing times listed above. Any changes to these rental hours must be approved prior to the reservation and may be subject to a rate adjustment.

3. Maximum Capacity. No more than two hundred twenty-five (225) people shall be permitted in the facility at one time.

4. Decorations. The Renting Party shall not tape or affix in any other manner decorations to the walls, ceilings, or columns. The Renting Party shall not use rice, bird seed, glitter, or confetti of any type in the Hall or on the grounds.

5. Rental Period. The Rental Period includes the set-up time for the event. Notwithstanding the length of the Rental Period, any music (e.g., disc jockeys, live bands, etc.) must promptly cease at 10:30 p.m. Sunday through Saturday. It is the sole responsibility of the Renting Party to control the sound level of its event. Excessive noise is not permitted and may result in the closing of the event.

6. Security/Damage Deposit. In addition to the Rental Charge, a Security/Damage Deposit shall be required in the amount of $150.00 upon execution of this Agreement. Only after Trafford has determined that no damage has occurred arising from or related to the Renting Party's rental will this deposit, or a portion of this deposit, be refunded. Upon demand from Trafford, the Renting Party shall immediately pay Trafford the cost to repair any damage more than the Security/Damage Deposit.

7. Catering. All caterers shall be licensed to handle food by the Pennsylvania Department of Agriculture. Caterers shall also provide a certificate of insurance listing Trafford as an additional insured listing property and liability insurance coverage prior to the Rental Period
8. Clean-Up. At the end of the event the Renting Party shall:
   - Remove all trash bags out of cans, tie and place in the trash receptacles located outside of secondary entrance.
   - Wipe down all tables, counters, surface work areas, and kitchen equipment.
   - Turn off all appliances with exception of the freezer and refrigerator.
   - Remove all dishes, glasses, silverware, linens, leftover food, alcohol, and any other items from kitchen and bar.

9. Alcoholic Beverages. If the Renting Party intends to serve alcohol at its event, it shall obtain any licenses or permits required under applicable laws and regulations and provide Trafford with copies of any such licenses or permits five days prior to the Rental Period. In addition:
   - No alcoholic beverages are to be consumed outside the Manchester Room.
   - The Renting Party shall ensure that if its guests consume alcohol that they do so in a mature manner with restraint and regard for the well-being of others.
   - No individual under the age of 21 is permitted to purchase or consume alcoholic beverages on the premises. Violators will be removed from the premises with the proper authorities notified.
   - Proof of age will be required of any guest attempting to purchase alcohol.
   - It is Trafford's policy to discontinue an event if it is believed that individuals are becoming intoxicated or unruly. Law enforcement will be contacted if necessary.
   - Any individual who chooses to consume alcohol is strongly encouraged to refrain from driving and to designate a driver who has not been drinking as his or her source of transportation.
10. Acts Beyond Trafford's Control. If the Manchester Room or the premises are damaged or destroyed by fire or any other cause, or if any casualty or unforeseen occurrence shall render Trafford's fulfillment of this Agreement impossible, then this Agreement shall terminate, and Trafford shall refund the Renting Party the Rental Charge and the Security/Damage Deposit. The return of the Rental Charge and the Security Deposit shall be the Renting Party's sole and exclusive remedy for the termination of this Agreement, and the Renting Party hereby expressly waives any claims for damages or compensation arising from or related to the termination of this Agreement under this paragraph.
11. Acceptance of Premises. The Renting Party agrees that it has inspected the Manchester Room its equipment and the premises in general and that the same are in proper condition for the Renting Party's use during the Rental Period.
12. Scheduling. Trafford retains the right to schedule other events in the Hall both before and after the Rental Period without notice to the Renting Party.
13. Access to Premises. Trafford reserves for its representatives, employees, and agents' free access and the right to enter any portion of the Manchester Room and premises.

14. Indemnity. The Renting Party shall indemnify, defend, and hold harmless Trafford and its officers, employees, and agents against all demands, causes of action, or any other claim of the Renting Party, its members, agents, employees, subcontractors, patrons, guests, or invitees arising out of or related to the Renting Party's rental of the Hall.

15. Cancelation. In addition to any other remedy available at law or equity, either Party may cancel this Agreement if the other Party fails to comply with each term and condition of this Agreement. If the Renting Party either (a) breaches any term of this Agreement or (b) cancels, the Rental Hold/Security Deposit shall be forfeited as liquidated damages.

16. Compliance with Laws. The Renting Party shall comply with all applicable laws and regulations and shall not use or occupy the Manchester Room and the premises in general for any unlawful purpose or permit others to use or occupy the Hall for any unlawful purpose.
17. Smoking. Smoking is not permitted in the Manchester Room or any other interior space. Smoking may take place outside at designated locations. Any evidence of smoking inside the facility will result in forfeiture of the entire damage deposit.

18. PLEASE, at the END of your rental DO NOT put the tables and chairs away. It is preferred that you leave the table layout as is.

19. Assignment. This Agreement may not be assigned or transferred without the express written consent of Trafford.

20. Entire Understanding. The Parties agree that this Agreement contains the entire understanding between them and that there are no oral or written promises, inducements, representations, warranties, covenants, undertakings or agreements whatsoever between them, except as contained herein. This Agreement cancels, annuls, and invalidates all prior agreements between Parties, whether verbal or written, regarding the rental of the Hall.

21. Modifications. This Agreement may not be modified or amended except through an express written agreement signed by the Parties.
22. Advice of Counsel. Each Party may if it desires receive independent advice from counsel of its choosing to the extent deemed necessary by said Party; each Party fully understands the contents of this Agreement, including the legal rights, obligations, and liabilities arising by this Agreement; and each executes this Agreement freely, voluntarily, and without reservation.
23. Governing Law. This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania. The Parties agree that, if any provision of this Agreement is held to be invalid or unenforceable, all the other provisions shall, nevertheless, continue in full force and effect.
24. Required Signatures. This Agreement is not valid unless signed by the Council President, Borough Manager, or the Borough's administrator.
25. Binding Effect. This Agreement shall be binding upon the Parties, their heirs, representatives, or assigns.

By signing below, I attest that I have read this Rental Agreement and agree to abide by all stated requirements. I understand that any discrepancy from or violation of these requirements, or damage caused to the Manchester Room and its premises by myself or any of my guests may result in the loss of my deposit, immediate termination of privileges under this agreement and/or suspension of my future use privileges.

_____ _____

Signature of Renting Party Date

Part 5: Beverage Service

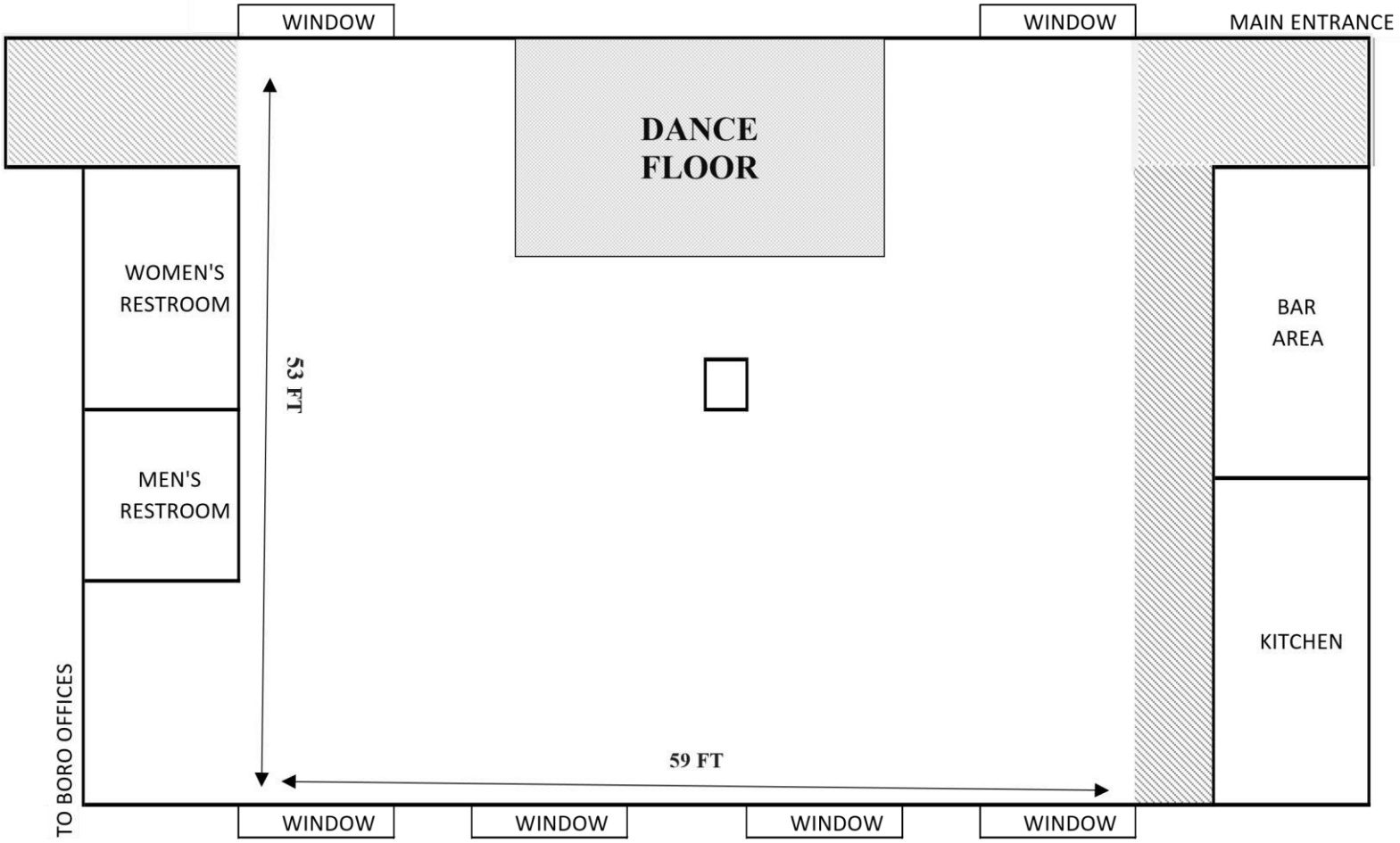
Rentals who purchase beverage service shall receive the following:

- Full use of soda guns which have the following beverages available:
- Pepsi
- Diet Pepsi
- Lemon-Lime
- Sprite
- Ginger Ale
- Full use of coffee maker and air pots

Please note that items on the above list are subject to change and the renter is responsible for providing labor to serve beverages.

Part 6: Room Layout and Setup

Please sketch how you would like the room to be set up using the diagram below. A Trafford Borough representative can assist you with this. The plan must be finalized at least 7 business days prior to the rental.



To make your event as enjoyable as possible, please identify how many tables/chairs you would like setup. In addition, please use the diagram below to sketch a layout for your event.

Item	Qty Available	Qty Desired	Seats per table
6-foot-long rectangular tables (can seat 6)	19		
8-foot-long rectangular tables (can seat 8)	18		
Round table (5-foot diameter) (can seat 6)	1		
Round table (6-foot diameter) (can seat 8 – 9)	24		
Highchair/Booster Seat	2		
Chairs	232		

Please sketch out how you would like the room to be set up using the diagram below. A Trafford Borough representative can assist you with this. The plan must be finalized at least 7 business days prior to rental.