



Municipality of Monroeville
Recreation, Parks, and Human Services

Monroeville Community Park Tall Trees Amphitheater Rental Application

Applicant Name _____ Organization _____

Street _____ City _____ Zip _____

Phone: _____ E-Mail: _____ Driver's License No. _____

Amphitheater Rental Date _____ Approx. Number Expected to Attend _____

Purpose of Use _____

Full Payment & HOLD ON SECURITY DEPOSIT Due after Event Approval

TALL TREES AMPHITHEATER PERMIT & AV SUPPORT FEES

Special Events/Wedding Ceremonies: (To be filled out by applicant based on desired rental time and Monroeville Resident Status)

- ☐ \$150.00 2 – 5 Hours – Resident
Time: _____
- ☐ \$275.00 2 – 5 Hours- Nonresident
Time: _____
- ☐ \$275.00 5 – 10 Hours – Resident
Time: _____
- ☐ \$475.00 5 – 10 Hours- Nonresident
Time: _____

FOR OFFICE USE ONLY

Audio Visual Support (Based on time and complexity of event which will be determined by Technical Director during approval process)

- ☐ Level 1 Support
_____ hours x \$20.00 per hour = _____
- ☐ Level 2 Support
_____ hours x \$40.00 per hour = _____
- ☐ Level 3 Support
_____ hours x \$60.00 per hour = _____
- ☐ Level 4 Support
_____ hours x \$80.00 per hour = _____

Permit & AV Support Fees must be paid in full after
Special Events Permit Approval, a minimum of 10 business day prior to the event.

Total Amount Due _____

***Security Deposit (To be held via ☐ valid credit card or ☐ separate check) \$ 300.00**

NEW as of January 1, 2023:

*Security Deposits will now be held on file rather than processed in full at time of booking. Security Deposit requirements can be held by completing the Security Deposit Credit Card Authorization Form below with a credit card that will remain valid 1 month after your event date. Or by providing a separate check from payment method, posted dated as your event date. Security Deposits will be processed within 10 business days after event date. Security Deposit Credit Card Authorization Forms or Checks will be destroyed or cashed pending adherence to permit conditions. Permit holders will be notified via email.

Amphitheater Payment & Security Deposit Authorization Form

☐ Both ☐ Amphitheater Payment ☐ Security Deposit Hold

To pay by credit card and/or fulfill security deposit requirements fill out the information below and fax form to 412.856.2353

Card # _____ Expiration Date: _____ CVV: _____

☐ Visa ☐ MasterCard ☐ Discover

*must have signature to process credit card payment!

Name as it appears on credit card: _____ Signature: _____

FOR OFFICE USE ONLY

Security Deposit: ☐ processed/ ☐ destroyed on _____ by _____



**Municipality of Monroeville
Recreation, Parks, and Human Services
2700 Monroeville Boulevard
Monroeville PA 15146
(412) 856-1006**

The undersigned hereby makes application for the use of the above described facility and agrees to abide by the rules and regulations in effect; to leave the facilities in good, proper condition; and to report any damage done during the use of the facility or facilities to the Municipal Police within twenty-four hours of departure. The applicant further agrees to hold the Municipality of Monroeville free and harmless from the liability of any nature.

I certify that I have received a copy of the Condition of Use-Refund Policies and General Regulations Governing Park Use, and that I understand and agree to abide by them. I am aware that I will be sent a copy of any changes to these rules. I further understand that any expenses to the Municipality related to damage of the park facilities or violation of the park ordinances will result in a deduction from the security deposit and subject me to further fines and penalties as outlined in Ordinance No. 2139.

The information I have provided is true and correct to the best of my knowledge. I understand that this permit can be revoked, and all fees forfeited, and my event terminated for falsification of information, or failing to comply with park rules or ordinances.

Refund Policy:

Tall Trees Amphitheater rental fees are refundable if cancelled no less than 60 days prior to event date. A \$10.00 processing fee will apply.

Security deposits are fully refunded in case of cancellation. Security deposit will be refunded in full after the scheduled event if the site is left clean and conditions are met; otherwise the fee may be retained in part or full.

Security deposits are processed through the municipal finance department and will be sent directly to the named permit holder 4-6 weeks following the scheduled event.

Signature of Applicant

Date

Approved by Program Director

Date