



Municipality of Monroeville  
Recreation, Parks, and Human Services

# Monroeville Community Park Wedding Gazebo Rental Application

Applicant Name \_\_\_\_\_ Organization \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Driver's License No. \_\_\_\_\_  
Gazebo Rental Date \_\_\_\_\_ Approx. Number Expected to Attend \_\_\_\_\_ (max 75)  
Purpose of Use \_\_\_\_\_

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### Full Payment & HOLD ON SECURITY DEPOSIT Due At Time of Reservation

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Payment Options: Cash – Check – Credit Card (No American Express)

Make checks payable to: "Municipality of Monroeville" 2700 Monroeville Boulevard, Monroeville, PA 15146

### WEDDING GAZEBO PERMIT FEES

(Photo Shoot & Wedding Ceremony requires rental fee and security deposit hold at time of rental)

#### PHOTO SHOOT (1 hour photo shoot)

**Photo Shoot Resident Rate:**

\$65.00 Time: \_\_\_\_\_

**Photo Shoot Nonresident Rate:**

\$80.00 Time: \_\_\_\_\_

#### WEDDING CEREMONY (2 hour ceremony)

**Ceremony Resident Rate**

\$100.00 Time: \_\_\_\_\_

**Ceremony Nonresident Rate:**

\$140.00 Time: \_\_\_\_\_

**Total Amount Due** \_\_\_\_\_

**\*Security Deposit (To be held via  valid credit card or  separate check) \$ 90.00**

**NEW as of January 1, 2023:**

**\*Security Deposits will now be held on file rather than processed in full at time of booking. Security Deposits 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.**

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### Gazebo Payment & Security Deposit Authorization Form

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Both  Pavilion 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: \_\_\_\_\_

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### FOR OFFICE USE ONLY

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Security Deposit:  processed/  destroyed on \_\_\_\_\_ by \_\_\_\_\_

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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:**

Wedding Gazebo 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