



Municipality of Monroeville
Recreation, Parks, and Human Services
412-856-1006

Wedding Gazebo Rental Permit Application

(Office Use Only)

Applicant Name _____

Organization Name (If Applicable) _____

Street _____ City _____

State _____ Zip _____ Phone _____

Email _____

Driver's License # (First Time Applicants) _____

Rental Day _____ Rental Date _____

Purpose of Use _____ Approx. Attendees _____ (max 75)

**Full Payment & Hold on Security Deposit
Due at Time of Reservation**

WEDDING GAZEBO PERMIT FEES (Check as Applicable)

	<u>Resident</u>	<u>Nonresident</u>
<u>PHOTO SHOOT</u>		
1 Hour Photo Shoot	<input type="checkbox"/> \$55	<input type="checkbox"/> \$70
<u>WEDDING CEREMONY</u>		
2 Hour Ceremony	<input type="checkbox"/> \$105	<input type="checkbox"/> \$145

TOTAL _____

REFUND POLICY

The Wedding Gazebo rental fees are refundable if cancelled no less than 60 days prior to event date. A \$10 processing fee will apply. Within 60 days of event date, fees are NOT refundable. Security deposits will not be processed if rental is cancelled.

Failure to adhere to park rules and policies will result in forfeiture of security deposit.

HOW TO SUBMIT APPLICATION

In person: Monroeville Recreation & Parks - 2700 Monroeville Blvd. - Monroeville, PA 15146
Fax: 412-856-2353 Email: parks@monroeville.pa.us



MONROEVILLE RECREATION & PARKS

GAZEBO SECURITY DEPOSIT (\$90)

Held via:

Credit Card (still active the month following your event date)

Separate Check (dated for your event date)

As of Jan 1, 2023, Security Deposits will NOT be processed at time of booking. Deposits will be held on file and processed within 10 days of your event date only if necessary due to failure to follow park and permit rules. Permit holders will be notified via email and standard mail if their deposit will be processed. Unused credit card information or checks will be destroyed.

Gazebo Payment & Security Deposit Authorization

Use for: Pavilion Payment Only Security Deposit Only Both

Card # _____ Expiration _____ CVV _____

Name as it appears on the card _____

Signature _____

Visa MasterCard Discover American Express Card Address Zip Code _____

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 Refund and Conditions of Use Policies and Ordinance No. 2139, 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 that 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.

Signature of Applicant _____ Date _____

Recreation & Parks Staff _____ Date _____