

Facility Rentals

Steel City Rowing Club is located at **101 Arch Street, Verona, PA**. Situated at the southern end of a quaint river community, our ADA-compliant, LEED-certified facility offers panoramic views of the Allegheny River, creating a truly unique setting for any event. SCRC provides a beautiful atmosphere and functional layout, with generous natural light and ventilation, as well as versatile overhead lighting, outdoor green roof, zoned HVAC, and in-floor radiant heating. The facility hosts weddings; graduation, birthday, and bridal parties; corporate meetings; not-for-profit events; and various other regularly scheduled gatherings throughout the year.



Amenities Included

- Galley kitchen (sink, stove, oven, refrigerator, freezer, microwave)
- (80) folding wooden chairs
- (13) 6' folding rectangular tables
- (6) 3' circular standing tables
- (3) large waste bins

Amenities NOT Included

- Tablecloths, dishes, utensils
- Room setup and breakdown
- Cleaning after event

Our Community Room and garden deck can comfortably host up to 150 people. For larger events, an Entire Facility rental allows use of our open and airy third floor space and balcony, as well as the outside grounds. *Deck/balcony use and additional capacity are seasonal and weather-dependent. All rentals include 1 hour setup time immediately prior to the rental window.*

Community Room & Garden Deck

100 people indoors; 150 with deck

- \$150 security deposit
- \$150 per hour OR \$650 for 5 hours
- \$150 additional for day-before setup

Entire Facility & Outside Grounds

250 people indoors, 350 with deck & balcony

- \$400 security deposit
- \$1,600 per day (including setup)
- \$300 additional for day-before setup



Custom rate packages are also available. For tours, availability, and more info, call **412-828-5565** or email **rentals@steelcityrowing.org**

FACILITY RENTAL AGREEMENT

Rental Procedure and Protocols

1. Call or email us to discuss your event and possible dates: (412) 828-5565 or rentals@steelcityrowing.org
2. Return this completed Rental Agreement, along with a check for your Security Deposit, to the following:
Steel City Rowing Club | 101 Arch St. | Verona, PA 15147
3. SCRC will send a confirmation of your reservation via email and/or follow-up via telephone.
4. Mail your rental fee to the above address. **Rental fees are due in full two weeks prior to your event.**
5. A fifteen percent (15%) service charge will be added to credit card charges. **Check or cash is preferred.**
6. Your Security Deposit will be returned following a full inspection of the rental space, so long as the rental space has been cleaned and left with no damage. *See below for further details.*

Rules and Regulations - Applies to all rentals unless noted otherwise.

1. **No smoking in the building.** All smoking must happen outside, at least 20 feet from any building entrance.
2. If alcoholic beverages are being served, a HOST LIQUOR LIABILITY POLICY must be obtained by the Lessee, in the amount of \$1 Million per occurrence. SCRC must also be added to the policy as an "additional insured."
****A copy of this policy must be given to SCRC no less than two (2) full weeks prior to the event.**
3. Decorations shall be free standing. No taping, nailing, stapling or tacking of décor to walls, ceilings or fixtures. If décor is taped to windows, windows must be free of all tape marks and cleaned at the end of rental.
****Glitter and plastic confetti are prohibited. Use of glitter or confetti will result in a forfeiture of deposit.**
4. When Leaving the Premises:
 - Make sure the oven and all burners are turned off and clean.
 - Remove food/perishables from the refrigerator.
 - Remove all decorations and return furniture to original placement.
 - Clean up spills immediately, sweep & pick up trash. Wipe all counters, tables, and chairs.
 - Turn off all restroom/hall lights.
 - Return thermostats to original settings (if adjusted).
 - All trash and recyclables must be bagged and taken outside.
 - Remove all items brought into the boathouse, and return the space to its original condition.
 - Contact SCRC representative via text or email to let them know you are leaving the space.

Deposit/Damage Policy: Dates are not officially confirmed until the applicable Security Deposit is received by SCRC. In addition to holding the date and taking its availability out of our reservation system, the Deposit also serves as a Damage Deposit should there be any issues as outlined above. In the event that damages are found, the security deposit shall be forfeited as to that portion which is necessary to repair such damage. If the costs of said repairs exceed the security deposit, damage charges will be invoiced by SCRC to the Lessee and shall be paid in full no later than one month following the date of invoice. A 1.5% monthly service charge will be assessed for non-payment following the initial 30 days. *SCRC reserves the right to retain the full security deposit for a major violation of this agreement.*

Date Changes/Cancellation Policy: Should you need to move the date of a reservation, every effort will be made by Steel City Rowing to accommodate the change based on availability. Because we stop offering reserved dates to other potential guests, event cancellations will result in a forfeiture of their Security Deposit. SCRC reserves the right to cancel any scheduled use of the Community Room or Entire Facility due to acts of God, force majeure, or other unforeseeable circumstances. In such a case, every reasonable effort will be made to provide the Lessee with adequate advanced notice, and a full refund will be issued if necessary.

Agreement: Lessee or caterer will provide all garbage bags and kitchen supplies (utensils, towels, etc.). Caterers, bartenders, and organizers must be bonded and insured. Lessee shall also be responsible for all attorney fees and court costs required to recover payment and interest on the aforementioned invoice. Should a security deposit not be required, Lessee is still responsible for damages in accordance with the above terms. Lessee agrees to release SCRC from all liability due to loss, theft, personal injury or property damages that may occur to any person or property thereon during the period of occupancy.

RENTAL DETAILS

I. CONTACT

Rentee (or Point of Contact): _____

Name of Organization or Business (if applicable): _____

Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Check all that apply: Personal Business Corporate Nonprofit Verona Resident

Verona residents and nonprofits receive a 25% discount, plus additional cleaning fee, if applicable.

II. EVENT

Date of Event: _____ Start Time: _____ Finish Time: _____

Type of Event: _____ Estimated Number of Guests: _____

Name and Contact Info of Caterer and/or Event Planner: _____

Will you be serving alcohol?: _____ (If Yes, Rentee Must Provide Host Liquor Liability Policy)

III. PAYMENT

Rental Space (circle one): *Community Room* *Entire Facility* Total Time: _____

Setup/Tear-Down (circle one): *During Rental (1 hour included)* *Day-Before (additional charge)*

Security Deposit: \$ _____ Date: _____ *(Due with this agreement)*

Rental Fee: \$ _____ Due Date: _____ *(Due 2 weeks prior to your event)*

The undersigned (Lessee) accepts and agrees to abide by all terms, policies and guidelines as set forth herein.

Signature: _____ Date: _____

Please Print Name: _____