



**HANOVER TOWNSHIP
RECREATION DEPARTMENT**

3660 Jacksonville Road
Bethlehem, Pennsylvania 18017-9334
610.317.8701
Fax 610.317.8704



POLICIES AND CONDITIONS

1. ALCOHOLIC BEVERAGES and/or TOBACCO PRODUCTS of any kind are strictly **prohibited** in the Hanover Township Community Center, in our parks and on our fields.
2. FOOD and DRINK are **not permitted** in the gymnasium. Please use the designated concession area.
3. Access to facilities/area, other than what you are contracted for are prohibited.
4. On site staff members of Hanover Township are here to assist you. Should you need information, please seek out a staff member when you arrive at your scheduled event. No need to check in for field rentals.
5. Hanover Township staff members will set up your event (in the Community Center meeting room only) for an additional fee of \$50. All other events will be set up by the Lessee.
6. At the event's completion, the rooms are to be vacated by the agreed upon time. The room must be cleaned and returned in the condition it was rented. If the room is not suitably cleaned, the entire deposit may be forfeited by the Lessee. Any damages that exceed the deposit during the rental will be billed to the Lessee.
7. All participants, coaches and officials will wear sneakers in the gymnasium.
8. Hanover Township will not be responsible for any injuries, damages or stolen property that may occur to Lessee or Lessee's party during any function.
9. Hanover Township Reserves the right to remove any person(s) who do not act in accordance with Hanover Township policies, regulations, rules or ordinances.
10. A copy of your Insurance Certificate listing Hanover Township – Northampton County as an Additional Insurer, satisfactory to the Township Solicitor (minimum \$500,000 liability coverage) must be presented prior to rental commencing.
11. Due to the obligations of Hanover Township, times and dates are subject to change.
12. In case of inclement weather, Hanover Township makes announcements through various media outlets and through emails. Please follow these outlets for information.
13. Cancellation Policy: If cancelled thirty (30) days prior to a scheduled event, a \$15 service fee will be payable. A cancellation fifteen (15) to thirty (30) days prior to the event will be charged 50% of the event, and an event cancelled less than fifteen (15) days prior to the event, the Lessee will be responsible for 100% of the rental cost.
14. Cancellations due to inclement weather: Every effort will be made to accommodate the function at a future date. If a new date can't be agreed upon, 50% of the rental fee will be due.
15. Hanover Township requires all athletic and youth organizations that lease or rent any of the Township's venues to provide a statement that their coaches and volunteers have been screened in compliance with PA Act 15, as amended.
16. As per our Gym Rental Policy (Recreation Policy 7) gym rentals will require a \$50 security deposit to be applied to the end of the contract.
17. Do not access Municipal Tract or Pavilion area through the Advent Moravian Church property.
18. If using a gas grill, a fire extinguisher is required.
19. For outdoor functions in excess of 120 individuals, portable toilets are necessary and provided by the Lessee. The Colonial Regional Police Department must also be notified for traffic control.

By signing, you are acknowledging that you have read the Policies and Conditions and will abide by the same.

Signature

Date

Printed Name

Organization