

Hanover Township – Northampton County
3630 Jacksonville Road
Bethlehem, PA 18017-9302
610.866.1140

APPLICATION FOR RENTAL OF PARK FACILITIES

DATE OF APPLICATION: _____

NAME OF ORGANIZATION (if applicable): _____

DATE OF EVENT: _____ TIME OF EVENT: _____ to _____

PURPOSE OF EVENT: _____

FACILITY REQUESTED: LIONS PAVILLION

ANTICIPATED ATTENDANCE: _____ SECURITY DEPOSIT \$ _____ RENTAL FEE: \$ _____

Name, address and signature of applicant (OR two responsible officials of your organization) who will be present at the time the facilities requested are being used and who will accept responsibility for adherence to the Township regulations. By signing, you also acknowledge that you have read and understand the rules and regulations.

Printed Name		Printed Name	
Signature		Signature	
Street Address		Street Address	
City/State/Zip		City/State/Zip	
Home Phone	Cell Phone	Home Phone	Cell Phone
E-Mail Address		E-Mail Address	

A non-refundable Rental Fee is required when submitting a request for under 125 people.

Weekday (Monday – Thursday) Resident \$75/Non-resident \$100

Weekend (Friday, Saturday, Sunday) Resident \$100/Non-resident \$125

When submitting a request for over 125 people, the following items are also required:

- 1) At least 1 portable toilet
- 2) Notify Hanover Township EMS and Colonial Regional Police Department of the event
- 3) An assemblage permit from the Township Office
- 4) \$200 clean-up deposit
- 5) Secure additional off-site parking - No open fires. If you plan to bring a gas barbecue grill, check for proper set-up location and bring a fire extinguisher.
- 6) Separate permit for use of fields can be obtained at the Community Center.
- 7) Solar power is available at the pavilion (low wattage/amperege items only). - Alcoholic beverages are not permitted.
- 8) No loitering.
- 9) No vehicles beyond the parking lot.
- 10) Park closed from 10 p.m. to 7 a.m. May 1st through October 31st and 7 p.m. to 7 a.m. November through April 30th.

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HOLD HARMLESS CLAUSE

The undersigned agrees to indemnify and hold harmless Hanover Township, Northampton County, its officials, officers, employees and agents (together, the “Township”) for any damage or loss or injury which may occur during the course of or relating to the event proposed by the undersigned, and to release the Township from any such claims. The indemnification and release shall include all losses or injuries, including death, resulting from any action of or failure to act by the Township, including negligence of the Township, but not its gross negligence or willful misconduct, and shall include, but not be limited to, all costs of any suit, defense and judgment entered against or settlement agreed by the Township.

(Rental Policies and Conditions apply and are attached to this Clause)

Signature: _____

Date: _____

Organization: _____



Hanover Township
Recreation Department
 3660 Jacksonville Road
 Bethlehem, PA 18017

Phone (610) 317-8701 Fax (610) 317-8704
 Email recreation@hanovertwp-cc.org



POLICIES AND CONDITIONS

1. ALCOHOLIC BEVERAGES and/or TOBACCO PRODUCTS of any kind are strictly PROHIBITED in the Hanover Township Community Center or in our parks and/or 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. Please seek out a staff member when you arrive at your scheduled event if you are in need of information. No need to check in for field rentals.
5. Hanover Township staff members are responsible for setting up tables and chairs unless otherwise noted.
6. Upon completion of the event, 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 and 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 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 \$15.00 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 for 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 provide a statement that their coaches and volunteers have been screened in compliance with PA Act 15, as amended.
16. As per Gym Rental Policy (Recreation Policy 7) gym rentals will require a \$50.00 security deposit to be applied to the end of the contract.
17. Do not access the Township Municipal Tract and/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 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