

Hanover Township Community

3660 Jacksonville Road
Bethlehem, Pennsylvania 18017
recreation@hanovertwp-cc.org www.hanovertwp-nc.org

610.317.8701

Fax 610.317.8704

'The Heart of the Community'



Meeting Room Request Form

Contact Name: Daytime Phone:

Organization Name: Evening Phone:

Address: Email Address:

City: State: Zip Code:

Reservation Date: Event Start Time: AM PM Event End Time: AM PM

Rental Size (Please check appropriate room size)*:

- 1/2 Room (maximum 50 participants) \$66.00/hour
- Full Room (maximum 100 participants) \$94.00/hour
- Small Quarter Room (B & C) \$44.00/hour
- Large Quarter Room (A & D) \$55.00/hour

Function (Please check appropriate):

- Meeting
- Shower
- Adult Birthday Party
- Other

*Residents receive 15% discount - Proof of Residency Required

Expected Attendance: Desired Number of Tables: Desired Number of Chairs:

Deposit: Balance Due: Balance due 7 days prior to first booking

Notes/Special Arrangements:

For Office Only

Policy & Conditions Signed

Deposit Paid:

Date Paid:

Employee Name: