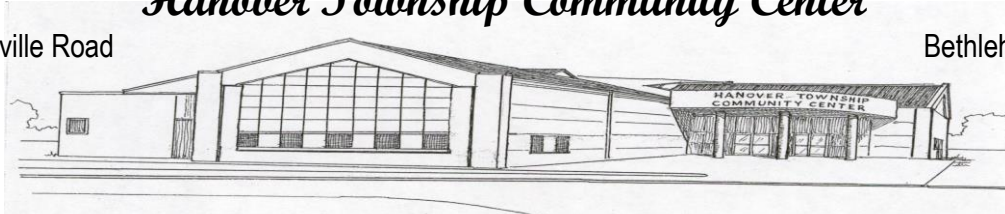


# Hanover Township Community Center

3660 Jacksonville Road

Bethlehem, PA 18017



Phone: (610) 317-8701 [www.hanovercommunitycenter.org](http://www.hanovercommunitycenter.org) reservations@hanovertwp-cc.org fax: (610) 317-8704

## Rental Request for Lions Pavilion

**\*This is not a contract, your date will be confirmed by someone shortly\***

Contact Name: \_\_\_\_\_

Group/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date Requested 1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### Pavilion Information

- A non-refundable Rental Fee is required when submitting a request for under 125 people.
  - o Weekday (Mon – Th) Resident \$75/Non-resident \$100
  - o Weekend (Fri, Sat, Sun) 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.
- Separate permit for use of fields can be obtained at the Community Center.
- Solar power is available at the pavilion (low wattage/amperage items only).
- Alcoholic beverages are not permitted.
- No loitering.
- No vehicles beyond the parking lot.
- Park closed from 10pm to 7 am May 1 through October 31<sup>st</sup> and 7pm to 7am November through April 30<sup>th</sup>.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

rev 1.16

*'The Heart of the Community'*

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## **\*Damage Deposit Form\***

\*This form is for use for any facility reserved through the Hanover Township Recreation Center\*

**The Hanover Township Community Center requires a \$100 damage deposit by all parties reserving municipal facilities for an event. This policy is in place to preserve and maintain the integrity of municipal property, and to continue to make municipal buildings & properties available to the public.**

**Deposits are made by credit card or check and are held until the event is completed, and an inspection of the room/field/gym/pavilion/bingo machine by Hanover Township staff has been made. The credit card will not be charged unless damage to the room/field/gym/pavilion/bingo machine occurs or items are taken. You will be notified in advance prior to your account being charged.**

**This form must be completed at the time of reservation. Questions can be directed to the Recreation Director or Rental Coordinator at HTCC.**

PAYMENT INFORMATION – Please complete:

**Credit Card: (circle type)    MasterCard    Visa**

**Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_**

**Name on card: \_\_\_\_\_ CVV (3 digits on back): \_\_\_\_\_**

**Signature: \_\_\_\_\_**

**Date: \_\_\_\_\_**