



Hanover Township, Lehigh County
 2202 Grove Road
 Allentown, PA 18109
 (610) 264-1069

APPLICATION FOR RENTAL OF PARK FACILITIES

(Jan 2024)

DATE OF APPLICATION: _____

NAME OF ORGANIZATION: _____
(This will be printed on the "Pavilion Reserved" sign)

DAY/DATE OF EVENT: _____ TIME OF EVENT: _____ to _____

PURPOSE OF EVENT: _____

FACILITY REQUESTED: () CANAL PARK () SHERWOOD PARK () CHESTNUT GROVE
 () BALLFIELD () BASKETBALL COURT

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 Work

 Home Phone Work

 E-Mail Address

 E-Mail Address

***** PLEASE: Do not use any type of staples, nails or thumbtacks in the pavilion or on the picnic tables. Use only tape, ribbon or string *****

*** TOWNSHIP USE ONLY ***

RESIDENT _____ NONRESIDENT _____

() CANAL PARK () SHERWOOD PARK () SHERWOOD PARK BALLFIELD
 () CHESTNUT GROVE () CHESTNUT GROVE BASKETBALL COURT

Payment:
TWO SEPARATE CHECKS/MO

Check #: _____ MO #: _____
 Check #: _____ MO #: _____



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HOLD HARMLESS CLAUSE

The undersigned agrees to indemnify and hold harmless Hanover Township, Lehigh 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.

(Rules and Regulations for Rentals apply and are attached to this Clause).

Signature: _____

Date: _____

Organization: _____



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RULES AND REGULATIONS FOR RENTAL OF PARK FACILITIES

(revised May 2022)

1. CLEANUP.

It is the responsibility to each Renter to put all garbage in the proper receptacles the day/night of their reservations.

2. STAPLES, NAILS AND TAPE.

Do not use any type of staples, nails or thumbtacks in the pavilion or on the picnic tables. Use only tape, ribbon or string.

3. CAPACITIES OF PAVILIONS.

Canal Park = 180 to 200 persons.
Sherwood Park = 80 to 100 persons.
Chestnut Grove Park = 60 to 70 persons

It is understood that if any event goes over the capacity allowed in the respective park, the Township will withhold the security deposit.

It is the responsibility of the Renter(s) to maintain control of their function.

4. RENTAL HOURS.

The parks close at sunset at all times, including reservations made for the Pavilions. Sunset for the date of your reservation is _____ a.m./p.m.

5. ALCOHOL.

Permission for alcoholic beverages may be requested. The serving of alcohol beverages must end one (1) hour prior to sunset for the date of reservation. Renter(s) must provide proof of legal age to provide alcohol and will be approved by Township Manager. An Alcohol Waiver and Release Form will be signed by Renter(s).

6. PARKING.

Parking is not permitted on any grass areas of the Park(s). The parking of vehicles must be orderly and not disruptive to area around Parks(s).

7. SMALL GAMES OF CHANCE/FUNDRAISING.

Small games of chance and/or any type of fundraising is prohibited.

8. PICNIC TABLES.

If picnic tables must be moved, they are to be returned to their proper order. Picnic tables cannot be placed outside the Pavilions. If Township Personnel must move tables the Renter will be charged \$50.00 per table that was moved back.

9. LANDSCAPING, PAVILIONS AND STRUCTURES.

Any damage to the landscaping, grass area, Pavilions, Playground Equipment or other Structures caused by the Renter(s) function will cause the forfeiture of the security deposit and charged for any amount above the deposit.

10. PORTABLE RESTROOM FACILITIES.

Portable restroom units are provided by the Township. The Township assures that the portable units are cleaned on the Friday before each Weekend. The portable units are open for use by the general public throughout the weekend. If the Renter(s) feel that the portable unit is NOT useable, the Township will evaluate. If the Township feels that the unit is useable and the Renter(s) want to the unit cleaned, the cost will be deducted from the security deposit and any cost above that will be billed to the Renter(s).

11. PERMANENT RESTROOM FACILITIES.

If the permanent Township restrooms are available and utilized, the Renter is responsible for any damage and/or theft to the restroom facility. Any damage or theft to the restrooms will cause a forfeiture of the security deposit. If the Renter(s) are utilizing the permanent restrooms, the Renter(s) must retrieve a key from the Township the Friday prior to the function. Restrooms must be kept locked at all times. The key must be returned to the Township the Monday after your event for release of the security deposit.

If the Renter(s) forgot to get the key and did not make prior arrangements for pick-up and the Renter(s) request the restrooms to be opened, a flat rate charge of \$100.00 will be deducted from security deposit or billed separately.

12. MAINTENANCE ISSUES.

Any maintenance issues arise, contact Public Works at **610-972-7253** as soon as possible.

13. CONDUCT.

Annoyance of others by disorderly conduct or loud music is prohibited. [Ord. 61, 6/28/1978; as added by Ord. 434, 4/17/2003]

14. PENALTIES.

Any person, firm or corporation who shall violate any provision of this Part 2 shall, upon conviction thereof, be sentenced to pay a fine of not more than three hundred dollars (\$300.00); and/or to imprisonment for a term not to exceed ninety (90) days. (Ord. 61, 6/28/1978; as amended by Ord. 212, 5/11/1988; and by Ord. 321, 8/16/1995, Section 4).

15. EVICTION FROM PARK PREMISES.

Any person acting in violation of any provisions of this Part who is advised by the Township Manager, Maintenance Supervisor or Code Enforcement Officer to cease such violation and refuses to do so may be required to leave the park premises immediately upon demand by the Township Manager, Maintenance Supervisor or Code Enforcement Officer. Any person remaining in the park after such demand shall be present without any right or privilege to remain in such location. [Ord. 61, 6/28/1978; as added by Ord. 487, 9/3/2008, Section 2; and as amended by Ord. 530, 2/1/2012, Section 4)

16. GENERAL INFORMATION.

- Should you encounter any Emergency situations, call 9-1-1.
- Non-Emergency situations, call 610-442-6917 or 610-972-7253.
- Maintenance issues, call 610-972-7253.
- Designated Township Code Officials and Pennsylvania State Police patrol Township Parks.

17. FEES

<u>Application Fee</u>	<u>Resident</u>	<u>Nonresident:</u>	<u>Security Deposit:</u>
Canal Park	FREE	\$400.00 _____	Canal Park \$300.00 _____
Sherwood Park	FREE	\$200.00 _____	Sherwood Park \$300.00 _____
Sherwood Ballfield- single use	FREE	\$100.00 _____	Sherwood Ballfield \$250.00 _____
Sherwood Ballfield – seasonal	\$250.00	\$250.00 _____	Sherwood Ballfield \$500.00 _____
Chestnut Grove	FREE	\$150.00 _____	Chestnut Grove \$150.00 _____
Chestnut Grove Basketball Court	FREE	\$100.00 _____	Chestnut Grove \$150.00 _____

TWO SEPARATE CHECKS/MO

Payment: Check #: _____ MO #: _____



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ALCOHOL WAIVER AND RELEASE OF LIABILITY FORM

(revised May 2022)

HANOVER TOWNSHIP, LEHIGH COUNTY DOES NOT PROVIDE FOR THE SERVING OF ALCOHOL AT THE EVENT AND IS A REQUIREMENT TO HAVE THE RENTER(S) SIGN THIS WAIVER TO SERVE AND/OR CONSUME ALCOHOL DURING YOUR FUNCTION.

Please read carefully before signing.

I, the undersigned Renter(s) acknowledge that the serving of alcohol for my function carries potential risks and dangers. I also acknowledge that Pennsylvania and other states have alcohol Liability Laws in place. I, as the responsible party, assume all liability for myself and all function participants, invitees and other guests for any form of negligence that may arise from the consumption of alcohol by the function participants, invitees and other guests. I hereby agree to indemnify, defend, release, and hold harmless Hanover Township, Lehigh County, including the Council, Manager and employees from all liability to me, my invitees/guests, next of kin, legal representatives for any and all claims, demands, losses or damages, suits, fines, including court costs and attorneys' fees, for any injury, death, or damaged property arising out of making available/serving alcohol at this function. I hereby waive all legal rights to pursue any form of legal action against Hanover Township, Lehigh County.

I HAVE READ THIS AGREEMENT AND HAVE SIGNED IT FREELY. I FULLY UNDERSTAND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF LIABILITY TO THE GREATEST EXTENT OF THE LAW.

Name of Function _____

Date/s of Function _____

Print & Signature of Responsible Party (Renter)

Date of Signing _____

Phone _____

****ATTACH COPY OF DRIVER'S LICENSE
OR PROPER IDENTIFICATION****



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ACKNOWLEDGEMENT AND RECEIPT FORM FOR RENTAL

(revised May 2022)

Hanover Township, Lehigh County acknowledges receipt of your reservation fee of \$_____ check or money order and your surety in the amount of \$_____ check or money order which will be cashed by Hanover Township, Lehigh County and refunded to you *within (thirty) 30 to (forty-five) 45 days* after your function providing the Pavilion(s) has been left in good condition after your use.

With respect to the use of the Park and/or Pavilion and pursuant to this Rental, you hereby accept financial responsibility in the event the Township incurs costs that exceed the security deposit for clean-up or damage caused by the Rental.

Your reservations are not dependent on the weather and NO refunds are given due to bad weather. **In order to receive a full refund of all monies for any cancellations, Hanover Township, Lehigh County, must receive a cancellation request no later than two weeks (10 business days) prior to the scheduled event.** It is understood by the Renter(s) that this Rental is for the pavilion ONLY. The parks are public parks and your participants in your function are welcome to use other park facilities but must remain available for the general public.

- APPLICATION FOR RENTAL OF PARK FACILITIES. Initials _____
- HOLD HARMLESS CLAUSE. Initials _____
- RULES AND REGULATIONS INCLUDING FEES Initials _____
- ALCOHOL WAIVER & RELEASE OF LIABILITY FORM. Initials _____
- ACKNOWLEDGEMENT THAT YOU WILL NOT PLUG
MORE THAN ONE APPLIANCE INTO ONE OUTLET. Initials _____
- ACKNOWLEDGEMENT OF CAPACITIES AT PAVILIONS
AND RENTAL HOURS. Initials _____
- ACKNOWLEDGEMENT OF CANCELLATION POLICY. Initials _____

By checking off the above boxes and initialing acknowledges receipt of the above information and agree to comply with the Rules and Regulations set forth by Hanover Township, Lehigh County for this Rental.

Signature

Print Name

Phone #

Email