



Penn Township, Perry County  
Parks and Recreation

**APPLICATION FOR USE  
FACILITY RENTAL REQUEST**

The following information is requested by Parks and Recreation PennTownship , Perry County to assist in the review and consideration of your request to rent township facilities. The accuracy and completeness of this application is very important. Be as detailed and specific as possible. **All requests are on a first-come-first-serve basis, and no date will be held until the Township of Penn approves this rental request. There is no legal or binding commitment between the parties until a Facility Rental Agreement has been signed and all fees are collected.**

**PRINT CAREFULLY & COMPLETE ALL INFORMATION:** Incomplete information will delay review of your application:

**CONTRACTING PERSON OR ORGANIZATION:** (Name of person who will sign Facility Rental Contract and Agreement)

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
 Company/Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

**DAY OF EVENT CONTACT PERSON:** (Only if different from above)

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
 Company/Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

**EVENT NAME:** \_\_\_\_\_  
**REQUESTED EVENT DATES(S) & TIME(S):**

Requested Date: \_\_\_\_\_ Set-up Start time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Clean-up Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Requested Date: \_\_\_\_\_ Set-up Start time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Clean-up Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**EXPECTED ATTENDANCE** \_\_\_\_\_ Please include children. (Larger groups are subject to an extra staffing fee.) **For multiple dates (on-going rentals) please attach a sheet with all dates and times listed.**

**FACILITY REQUESTED:** (Check facility/room to be used)

- |   |  |
|---|--|
| <input type="checkbox"/> Picnic Pavilion        | <input type="checkbox"/> Sand Volleyball Court |
| <input type="checkbox"/> Softball Field – small | <input type="checkbox"/> Horseshoe Pits        |
| <input type="checkbox"/> Softball Field – Large | <input type="checkbox"/> Use of the whole Park |

## Event Details

**Full disclosure is required!** Failure to disclose all event information may result in a forfeiture of all/some of deposit. Incomplete information will delay the process of your application and may forfeit your requested dates/times.

To assist us in serving you better, please circle each of the following items Yes or No. If you mark yes to any item, please provide us with details under the "Event Description" below. (Some items may require written authorization, additional fees, and/or proof of insurance.)

**EVENT TYPE:**    Family Gathering      Business/Company meeting      Classes/Seminar/Workshop

Other: \_\_\_\_\_

Please Circle One

Is your event open to the public?	<b>Yes or No</b>
Are you advertising to the public?	<b>Yes or No</b>
Are you charging admission?	<b>Yes or No</b>
Will you be serving food or beverages?	<b>Yes or No</b>
Will there be live or amplified music?	<b>Yes or No</b>
Are you hiring a third party vendor? (Caterer, DJ, entertainer, etc.)	<b>Yes or No</b>
Will you be decorating the facility?	<b>Yes or No</b>
Are you renting equipment from another company?	<b>Yes or No</b>
Do you want to use candles, sterno, or any other open flame items?	<b>Yes or No</b>

(All open flame items need to be approved at least 10 business days prior to event.)

**EVENT DESCRIPTION:** *Description Example: Third party vendors (caterers, musicians, rented supplies), type of decorations food, type of activities, Live music, etc.) Attach additional page if needed.*

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**Please initial the following items to acknowledge you have read the Rental Packet, including all Township of Penn, Perry County Policies & Procedures.**

- \_\_\_ *I will provide Liability Insurance and, if required, a Performance Bond.*
- \_\_\_ *I am responsible for the event and Penn Township assumes no liability on my behalf.*
- \_\_\_ *I understand that no dogs are allowed in the Park.*
- \_\_\_ *I understand that no alcohol is allowed in the Park.*
- \_\_\_ *My event shall conclude at the agreed upon time of \_\_\_\_\_.*
- \_\_\_ *If the event will create a parking problem, I will make other plans to alleviate the congestion*

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AUTHORIZED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_