



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 #: _____

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)

- Small Meeting Room
- Large Meeting Room
- The Wreck Room

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?

Yes or No

Will you be serving food or beverages?

Yes or No

Will there be live or amplified music?

Yes or No

Are you hiring a third party vendor? (Caterer, DJ, entertainer, etc.)
Will you be decorating the facility?
Are you renting equipment from another company?

Yes or No
Yes or No
Yes or No

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.*

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 alcohol is allowed in the Building.*
- 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.*

I hereby agree to remove all materials brought into the Building and return the area to the condition received prior to usage. Should I not do so, we are liable for the cost of a professional cleaning service.

APPLICANT'S SIGNATURE: _____ **Date:** _____

AUTHORIZED BY: _____ **DATE:** _____

Print Name: _____