



The following information is requested by Parks and Recreation Penn Township , 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)

- Picnic Pavilion
- Softball Field – small
- Softball Field – Large

- Sand Volleyball Court
- Horseshoe Pits
- Use of the whole Park

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.*

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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 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: \_\_\_\_\_