

LOWER ALLEN TOWNSHIP COMMUNITY PARK BARN FACILITY RULES AND REGULATIONS

*****A signed copy must be submitted with the rental application*****

1. RENTAL POLICY

Upon booking the facility, all security deposits MUST BE SUBMITTED with the rental application and signed rules. This will secure the date of your event. The rental fee **must** be paid at least two (2) months prior to the rental date. If reservation of the facility is less than two (2) months away, all deposits and rental fees are due at the time the application is submitted.

The Applicant listed on the rental application form, **MUST** be the individual, or an immediate relative of the individual, holding the event. If the Applicant cannot attend for any reason, Township staff must be notified as soon as possible, prior to the rental event.

No pets please.

2. SECURITY DEPOSIT

A refundable security deposit is required when using the Barn Facility by all groups or individuals. This deposit will be returned contingent upon a satisfactory inspection of the facility, after the event.

A refund check will be forwarded to you 2-3 weeks after your event, pending inspection.

3. ALCOHOL POLICY

An additional \$140.00 Alcohol deposit is required for events when ALCOHOLIC BEVERAGES will be served. Alcoholic beverages are only permitted to be consumed in Barn Facility and on the barn porch, with a Security Guard on the premises. No one may leave the foundation of the Barn with alcohol, NO EXCEPTIONS. The Township schedules the Security Guard, at the rate of \$18.75 per hour (5.5 hours maximum alcohol allowance + 1 hr travel/reporting). The Security Guard fee will be deducted from your alcohol deposit. The Security Guard will arrive at the designated time and will leave following the last person who is responsible for closing the facility.

If the applicant is providing an outside security guard, that security guard must submit copies of credentials, licenses, etc. and must submit a certificate of liability insurance. If such is not available, applicant must submit evidence of liability coverage for the event.

In the event no alcohol application was made, and alcohol beverages are found, any deposit will be forfeited and a fine of up to \$300.00 will be issued to the person whose signature appears on the application as the applicant.

4. SECURITY DEPOSIT REFUND

The Security Deposit will NOT be refunded to the applicant if any of the following conditions occur:

- (a) Damage occurs to the facility, gazebo or outside grounds during the time of the event as determined by the Township Manager, Park Operations Supervisor or the designated employee.
- (b) The Barn Facility is not returned to the condition it was found, prior to your event. Additional costs may be assessed if repair or replacement exceeds the security deposit.
- (c) If the Barn Facility/Park is accessed before rental time or not vacated by 10:00PM

5. REQUIRED CLEAN-UP

In order to receive the FULL SECURITY DEPOSIT returned, the following cleanup must be completed:

- (a) All trash, garbage and paper must be removed from the facility. The Township supplies trash cans and liners. The dumpster for regular trash; as well as the appropriate recycling containers, are located outside the Barn Facility. Please recycle.

(b) All tables and chairs must be cleaned and put on their rollers and carts, in the appropriate closet. Please remember to pick up the tables, do not scrape or drag along the flooring.

(c) Sweeping of the event area is required. There are brooms and dustpans located on each level of the Facility.

6. DECORATIONS

You may only decorate on the day of your event; this is the event set up time. All decorations must be approved by a designated Township Employee, Park Operations Supervisor or Township Manager.

All decorations must be removed IMMEDIATELY after the event. No decorations should be attached to the ceilings or walls. Absolutely no glitter, rice, birdseed, confetti or any such material can be used. Extra charges may be assessed if these items are found.

No decorations are allowed on the Gazebo. All outside decorations and rented items must be removed from the barn grounds the day of the event unless other arrangements are approved.

We ask that you use command strips to hang all decorations, please do not use tape, tacks, or glue. You may not remove any of the current wall hanging that are in the barn.

7. CANCELLATIONS

All rental fees and security deposits will be refunded for reservations canceled at least 3 weeks (15-21 days or more) prior to a scheduled event.

A 50% refund of fees and deposits will be given for reservations canceled between (8 and 14 days) prior to a scheduled event.

NO refund of fees or security deposits will be given for reservations canceled (7 days) or less prior to a scheduled event EXCEPT in emergency situations with the approval of Township Manager or Park Superintendent.

8. BARN ACCESS FOR RENTAL

The Township has installed new keypads to gain access to the barn without a key. The keypad to gain access to the stairwell of the barn is located on the far-right door of the barn porch, closest to the driveway up to the barn. You will be contacted the week prior to your rental with a five-digit code to access the barn. The code will only be good for the times that you have on your rental application.

Any person/persons violating any of the Rules and Regulations may be asked to leave the Township property by the Township Police or other Township Designated Employee in charge. The Township reserves the right to cancel any scheduled event due to emergency or other circumstances.

I understand as the applicant, I am responsible for adherence to these rules and regulations; and the condition of the Barn Facility and any damages to it. I have read and understand the rules and regulations governing the use of the "Barn" at the Lower Allen Community Park and I agree to comply with all the requirements as stated. I agree to assume all responsibility for any damages incurred beyond normal wear and tear and assume all liability for personal damages or injuries incurred through use of the facility and relieve Lower Allen Township and its officials of any responsibility for such activities.

APPLICANT SIGNATURE: _____ **DATE:** _____

PRINTED NAME: _____