

# **LOWER ALLEN TOWNSHIP COMMUNITY PARK PAVILION RENTAL RULES AND REGULATIONS**

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

## **1. RENTAL POLICY**

- a. The Applicant listed on the rental application form, **MUST** be the individual holding the event, or an immediate relative of the individual, and must be in attendance during the entire event.
- b. A copy of insurance is required listing the Township as an additional insured, if you plan on having any type of large games for kids (i.e., Trampoline, Moonwalk, Bounce house etc.). Please include a copy along with your application.
- c. If your event has more than 150 attendees, please indicate on the application due to certain guidelines that need to be followed.
- d. If you plan on bringing in a disc jockey or any type of sound system, please indicate on your application.

## **2. ALCOHOL POLICY**

- a. 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 the area of the pavilion rented, with a Security Guard on the premises. 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 CSO fee will be deducted from your Alcohol Security deposit. The CSO will arrive at the designated time and will leave following the last person who is responsible for the pavilion rental.
- b. 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.
- c. 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.

## **3. REQUIRED CLEAN-UP**

- a. All trash, garbage and paper must be gathered and placed in proper containers. If an excessive amount of trash is found, there will be a \$25.00 charge for trash removal.

## **4. TENTS**

- a. If you would like to have an event tent for your gathering, you must obtain a permit from the Community Development Department. An application is available; please call for details and prices at 717-975-7575 ext. 1107. Event tents must be removed immediately following the event.

## **5. CANCELLATIONS**

- a. Cancellations due to inclement weather are **NOT** refundable. Refunds are made only if cancellations are received **NO LESS THAN 1 WEEK IN ADVANCE** of the reserved event.

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 pavilion and any damages to it. I have read and understand the rules and regulations governing the use of the pavilions 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:** \_\_\_\_\_