



# LOWER ALLEN TOWNSHIP PAVILION RENTALS

## RULES AND REGULATIONS

1. If your event will have more than 150 people, please indicate on application due to certain guidelines that need to be followed. If an excessive amount of trash is found, there will be a \$25.00 charge for trash removal.
2. If you plan on bringing in a disc jockey or any type of sound system, please Indicate on application.
3. If you would like to have a tent for your event, you must obtain a permit for the tent from our Community Development department. An application is available; please call for details and prices. Any questions please call 717-975-7575 ext 1105. Tents must be removed immediately following the event.
4. All trash, garbage and paper must be gathered and placed in proper containers.
5. Representative's name listed on the pavilion rental application form, must be in attendance at the event.
6. A copy of insurance is required if you plan on having any type of large games for kids (i.e. Trampoline, Moonwalk, etc.) Please send copy along with application.
7. If renter 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, renter must submit evidence of liability coverage for the event.
8. 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.

It is our goal to provide our renters with an area for their special events. If you have suggestions or comments on how we could improve our service to you, please call 717-975-7575 ext 2104. Best wishes for a successful event!

*I understand as the Representative I am responsible for adherence to these rules and regulations and the condition of the <Rental> 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 also 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.*

SIGNATURE. \_\_\_\_\_ DATE. \_\_\_\_\_