



Pavilion Rental Agreement

Name of Applicant: _____ Date of requested reservation: _____

Address: _____ Phone# _____

Email: _____ Pavilion/Park Requested: _____

**Payment of NON-REFUNDABLE \$100 Rental Fee is required to hold reservation.
Pay by cash, check or pay online by credit card.**

- A **separate** refundable deposit of \$50 for the kitchen area will be collected when you pick up the key 1-2 business days before your reservation. **This payment is to be made by cash or check only.** It makes it easier to refund payment when you return the key after the event.
- Key access to the pavilion and restrooms (if applicable) is granted **ONLY** for the date for your rental.
- Individuals have 3 business days to return the key to the Township office or risk losing your security deposit.

Parties must adhere to the following rules when using the pavilions:

1. No alcoholic beverages.
2. Use **ONLY** Painters Tape to hang balloons, streamers, etc.
3. Park hours are from dawn to dusk
4. Pavilions are to be left clean and ready for future use.
5. Children should not be left unsupervised. Parents are responsible for the conduct of their children.
6. Clean the kitchen area and remove all food from the refrigerator.
7. Sweep pavilion floors.
8. Remove all personal items from the pavilion.
9. Comply with the key issuance form.
10. **REMOVE ALL TRASH** – The Parks System practices a carry-in/carry-out policy for managing trash. All trash is to be removed and taken by the renter. Please bring trash bags with you.

AGREEMENT, executed this _____ day of _____, 20____, between West Cocalico Township (hereinafter called the Township) and _____ (hereinafter called the Renter). The Township is willing to permit the Renter to utilize park pavilions subject to the following guidelines and restrictions: West Cocalico Township will accept reservations for the use of the park pavilions on a rental basis for private and organizational parties. Organizations wishing to use a park for a fundraiser must get prior approval by submitting a written request to the West Cocalico Township Manager. Renters must complete the necessary forms and pay rental fees one week in advance of the scheduled function date. The Renter shall not deface or damage any structure or landscaping in the reserved area. Any damage done in the reserved area during the reserved time shall be presumed to be caused by the Renter. The Renter will be responsible for reimbursing the Township such sums necessary to repair the damage. By signing this rental agreement, you are agreeing to hold the Township and designated officers harmless from liability or responsibility for damages, injuries or deaths associated with Renter’s use of the Township facilities.

Renter signature _____

Date _____

Make checks payable to: West Cocalico Township

Payments can be mailed to: West Cocalico Township, P.O. Box 244, Reinholds, PA 17569

***In the case of inclement weather or should an emergency arise, and you don’t use your designated date of rental, no monetary refund will be given. You may choose another rental date by calling the Township Office at (717) 336-8720 to reschedule.**

OFFICE USE ONLY

Payment received: _____

Cash Check CC

Date: _____