SOUTH WHITEHALL TOWNSHIP

Pavilion Reservation Form

South Whitehall Township
Department of Parks & Recreation
4444 Walbert Avenue
Allentown, PA 18104
610-398-0401
www.southwhitehall.com

Date you are requesting:	TIME OF RESERVATION:	Resident of South Whitehall Township? _____Yes _____No

☐ PAVILION #1 (BUNGERZ)
2 grills
8 tables
(Capacity- 60)

☐ PAVILION #2 (DERRICOTT)
1 griddle grill
10 tables
(Capacity – 75)

☐ PAVILION #3
1 grill
12 tables
(Capacity – 100)

☐ **$85 fee Resident** ☐ **$300 fee Non-Resident**

APPLICANT'S/ORGANIZATION'S NAME	DAYTIME TELEPHONE NUMBER	CELLPHONE NUMBER
	(_____)-_____-_____	(_____)-_____-_____

APPLICANT'S ADDRESS

E-MAIL ADDRESS

Renters must abide by all park rules which include:

- Pavilion rental permit fees include your cleanup of the pavilion, picnic tables and the area immediately surrounding the pavilion. Place all trash in the receptacles or in closed trash bags. Please check the area around the pavilion as well. Remove any decorations that have been placed on the pavilion or the picnic tables. Return the tables to their original locations.
- A pavilion rental permit does not guarantee access to the sports fields. All prior permitted games take precedence.
- Vehicles must be kept on designated paved areas. All vehicles are prohibited from parking or driving on the grass or sidewalks.
- Parents are responsible for their children's behavior. Animals MUST be leashed in the park at all times.
- No campfires. Charcoal only permitted in grills. The Applicant is responsible for providing charcoal for grills and extinguishing properly.
- The individual or group reserving the pavilion is entitled to a full refund of the pavilion rental fee if cancellation notice is given no less than 5 business days before the reservation date.
- Refunds are not applied due to inclement weather, unless the park is officially closed by South Whitehall Township.
- I understand that the rental fee is for the pavilion rental only with the maximum number of people that may occupy the pavilion. I agree that I will pay for any costs incurred by the Township for police protection, fire police, or other expenses deemed necessary by the Township in order to control traffic or maintain public order. Upon the request of the Township, I agree to pay any additional fee or for any damages to the premises that result from its use pursuant to this application.
- The Township reserves the right to close the Park at all times. If possible and time allows, the individual or group reserving the pavilion will be notified. Should the Township close the park, the individual or group reserving the pavilion is entitled to a full refund of the pavilion rental fee, or one date change.

In-person applications for Pavilion Reservations must be made at the South Whitehall Township Administration Building at 4444 Walbert Avenue, Allentown PA 18104. Our office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. We recommend you leave the date and pavilion information blank until the availability can be confirmed.

Applicants Signature	Date:	_____	
Approval Signature	Date:	_____	Parks and Recreation Manager approval or Designee approval.

*HOLD HARMLESS AND INDEMNIFICATION AGREEMENT FOR COMMUNITY SERVICES FACILITIES

In consideration for the acceptance for use of the above facilities, applicant hereby agrees to defend, indemnify and hold harmless the South Whitehall Township Department of Parks & Recreation and its agents, officers, employees and volunteers, against any and all claims, demands, damages, costs and expenses, including attorneys' fees, actions or liability whatsoever directly or indirectly arising out of, or resulting in any way from the occupancy or use of the facility by Applicant and/or Applicant's invitees.

All Checks & Money Orders are to be made payable to "South Whitehall Township" – NO CASH