

Lackawaxen Township

169 Urban Road
Hawley PA 18428
570-685-7288

Veteran's Memorial or Sunrise Park Rental Application

Date of Application _____

Name _____ Phone Number _____

Mailing Address _____

City _____ State _____ Zip Code _____

Are you a Lackawaxen Township Resident? Y N

Lackawaxen Township 911 street address if different than mailing address.

Event Description _____ Estimated Attendee's _____

Total Number of Rental Days _____ Circle One - Veteran's Park or Sunrise Park

Event Date _____ Event Time _____
(start) (finish)

Event Date _____ Event Time _____
(start) (finish)

Event Date _____ Event Time _____
(start) (finish)

Concession Key requested? Y N

RATES

1. Township Residents – Daily Rate \$150 plus \$100 Security Deposit
2. Township Based Non-Profit or Township Veterans – No Charge
3. Business For-Profit – Daily Rate \$250 plus \$500 Security Deposit
4. Non-Resident – Daily Rate \$250 plus \$500 Security Deposit
5. If number 3 or 4 exceeds 50 attendees – Daily Rate is \$500 plus \$500 Security Deposit

CHARGES

Daily Rate x Number of Days	
Security Deposit	
Total Charges	

Office Use Only

Date Application Received _____ Certificate of Insurance _____

Amount Received _____ Hold Harmless Clause _____

Paid By Cash _____ Check _____ CC _____ Concession Key Returned _____

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Rules and Regulations for Rental of Park Facilities

1. CLEANUP

- a. a. It is the responsibility to each Renter to pick up and put all garbage in the proper receptacles the day/night of the event.
- b. All picnic tables must be returned to original setup

2. STAPLES, NAILS, AND TAPE

- a. Do not use any type of staples, nails or thumbtacks in the pavilion or on the picnic tables. Use only tape, ribbon or string.

3. DAMAGE

- a. Any damage to the landscaping, grass area, pavilions, playground equipment or other structures caused by the renter(s) function will cause the forfeiture of the security deposit.

4. RENTAL HOURS

- a. Rental hours are between the hours of 8:00 am and 9:00pm.

5. PARKING

- a. Parking is not permitted on any grassy areas of the park(s). The parking of vehicles must be orderly and not disruptive to area around parks.
- b. Do not park on the side of the road on Scenic Dr. or Route 590.

6. PORTABLE RESTROOM FACILITIES

- a. Portable restroom facilities units are provided by the Township. The Township assures that the portable units are cleaned on the Friday before each weekend.
- b. The portable units are open for use by the general public throughout the weekend.
- c. If the Renter(s) feel that the portable unit is NOT usable, the Township will evaluate. If the Township feels that the unit is useable and the Renter(s) want the unit cleaned, the cost will be deducted from the security deposit and any cost above that will be billed to the Renter(s).

7. PERMANENT RESTROOM FACILITIES

- a. If the permanent Township restrooms are available and utilized, the Renter(s) is responsible for any damage and/or theft to the restroom facility. Any damage or theft to the restrooms will cause forfeiture of the security deposit.

8. CONCESSION STAND KITCHEN (Veterans Memorial Park)

- a. If the concession kitchen is utilized, the Renter(s) is responsible for any damages and/or theft to the facility. Any damage or theft to the kitchen will cause forfeiture of the security deposit.
- b. If the Renter(s) are utilizing the concession kitchen, the Renter(s) must retrieve a key from the Township building prior to the function. The key must be returned to the Township building prior to the release of the security deposit.

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- c. *If the Renter(s) forgot to get the key and did not make prior arrangements for pick-up and the Renter(s) request the concession kitchen to be opened, a flat rate charge of \$100.00 will be deducted from security deposit or billed separately.*

9. CONDUCT

- a. Annoyance of others by disorderly conduct or loud music is prohibited.

10. EVICTION FROM PARK PREMISES

- a. Any person(s) acting in violation of any Township Ordinance(s) who is advised by a Township Supervisor, Maintenance Supervisor or Code Enforcement Officer to cease such violation and refuses to do so may be required to leave the park premises immediately upon demand by a Township Supervisor, Maintenance Supervisor or Code enforcement Officer.

11. MAINTENANCE ISSUES

- a. If before or during your event any maintenance issues arise, contact a Township Representative at 570-493-4584 as soon as possible.
- b. Any maintenance issues will not be billed to the Renter(s)

12. GENERAL INFORMATION

- a. In case of an Emergency situation, call 9-1-1
- b. Non-Emergency situations, call a Township Representative at 570-685-7288.
- c. Maintenance issues, call 570-493-4584
- d. Designated Township Representatives and the Pennsylvania State Police Patrol Township Parks.

INSURANCE REQUIREMENTS

A Certificate of Insurance is required by Renter(s) naming Lackawaxen Township as additional insured.

Contact your Homeowners Insurance or your Company's Insurance carrier to obtain the Certificate of Insurance.

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HOLD HARMLESS CLAUSE

The undersigned agrees that in consideration of the opportunity to use the park, does hereby RELEASE AND DISCHARGE Lackawaxen Township, Pike County, its officials, officers, employees and agents, does hereby indemnify and hold each of them harmless from and against any and all claims, actions, causes of actions, liability, damages, expenses and/or personal injuries, and/or property damage, and/or death arising out of or resulting from the use of the Veteran's Memorial or Sunrise Park.

(Rules and Regulations for Park Rental apply and are attached to this Clause.)

Signature of Renter(s) _____

Print Name _____

Signature of Renter(s) _____

Print Name _____

Date of Signature _____ Event Date _____

Organization _____

Township Representative Signature _____

Print Name _____