



Collier Township Parks and Recreation

5 Lobaugh Street, Collier, PA 15071
Telephone: 724-693-0780 Fax: 724-693-0786
www.colliertownship.net

Facility Request Form

Application must be approved and payment made before event is confirmed

Date Requested: _____ **Event Time:** _____ to _____

Contact Person: _____ **Organization:** _____

Address: (Street) _____ **(City)** _____ **(Zip-Code)** _____

Phone Number: _____ **Email:** _____

Type of Event: _____ **Number of People Attending:** _____

Facility Requested	Member	Resident	Non-Resident	
<input type="checkbox"/> Banquet Room	\$40/hr	\$50/hr	\$60/hr	Rental Times: Mon-Thur- 6:30 a.m. to 7:30 p.m. Fri- 6:30a.m. to 6:30p.m. Sat- 8:30 a.m. to 3:30 p.m. Sun- 12:30 to 3:30 p.m.
<input type="checkbox"/> Party Room	\$25/hr	\$30/hr	\$35/hr	
<input type="checkbox"/> Basketball Court	\$75/hr	\$80/hr	\$85/hr	
<input type="checkbox"/> Cedar Room	\$20/hr	\$25/hr	\$30/hr	

- 4 hours minimum on weekend rentals for Banquet room
- Rental time must include setup and cleanup

Additional Option– Alcohol Permit *Fee: \$40 (non-refundable)*

- Initial** _____ I accept all the responsibilities associated with the use of alcohol and use of the facility for recreational purposes.
- Initial** _____ All tables and equipment used during the party will be wiped down and put back where it belongs
- Initial** _____ All reservations are on a first-come, first serve basis and are not complete until the full payment is made.
- Initial** _____ The sale of alcohol, food or other articles is not permitted.
- Initial** _____ I understand the Noise Ordinance: Any offense is at the discretion of the Collier Township Police Department to issue notice of eviction.
- Initial** _____ Additional tents, DJ's, pony rides, bounce house, animal shows, game/food trucks, etc are not permitted unless approved by Collier Township using a third party vendor application.
- Initial** _____ No supplies or extra equipment will be provided by the park.
- Initial** _____ No vehicles are permitted on the grass areas for any reason.
- Initial** _____ Renter must remove trash from the bins and place in dumpster at the conclusion of the party.
- Initial** _____ No refunds will be given if cancellations are made 14 days or less before the reservation date.
- Initial** _____ I understand the full list of rules and policies are listed on the website and will refer to them before the party.

Applicant agrees to abide by the terms of the Collier Township Parks and Recreation facility rental policy. I, the applicant, verify that I will read the rules and regulations for Collier Township Pavilion rentals and agree to abide by these as stated. I also understand that I may be held responsible for any damage or loss of property that occurs during my rental.

Applicant Signature _____

Date _____

For Office Use Only

Approved: _____ Denied: _____ Amount Received \$ _____ Form of Payment: _____

Alcohol Permit: Yes _____ No _____ Security Deposit: Yes _____ No _____ Form of Payment: _____

Insurance Certificate needed: Yes _____ No _____ Received: Yes _____ No _____ (due within 1 week after request)

Issued by: _____ Date: _____