



Collier Township Parks & Recreation

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

*Facility
Rental
Form*

Applications must be approved & payment made before event is confirmed

Date Requested: _____ **DOB:** _____ **Event time:** _____ to _____

Contact Person: _____ **Organization:** _____

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

Phone Number: _____ **Email:** _____

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

Facility Requested	Employee	Member (6 months out)	Resident (4 months out)	Non-Resident (4 months out)
<input type="checkbox"/> Banquet Room	\$20/hr	\$40/hr	\$50/hr	\$60/hr
<input type="checkbox"/> Party Room	\$15/hr	\$25/hr	\$30/hr	\$35/hr
<input type="checkbox"/> Multi-Purpose Room		\$20/hr	\$25/hr	\$30/hr
<input type="checkbox"/> Basketball Court (half)			\$50/hr	

*** 4 hours minimum on weekend rentals**

*** Must include setup & cleanup within rented hours**

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

Initial:

- _____ I accept all the responsibilities associated with the use of alcohol & use of the facility for recreational purposes.
- _____ All tables & equipment used during the event will be cleaned & put back where they belong.
- _____ All reservations are on a first-come, first-serve basis & are not complete until approved with full payment.
- _____ The sale of alcohol, food or other articles is not permitted.
- _____ The use of glitter and/or confetti is not permitted.
- _____ I understand the Noise Ordinance: Any offense is at the discretion of the Collier Township Police Department to issue notice of eviction.
- _____ Additional tents, DJ's, pony rides, bounce houses, animal shows, game/food trucks, etc. are not permitted unless approved by Collier Township.
- _____ No supplies or extra equipment will be provided by the Community Center.
- _____ No vehicles are permitted on the grass areas for any reason.
- _____ All rentals are confined to the reserved space during the duration of the event.
- _____ Renter must remove the trash from the bins & place in the dumpster at the conclusion of the event.
- _____ No refunds will be given if cancellations are made 14 days or less before the reservation date.
- _____ I understand the renters name cannot be changed once payment is completed.
- _____ I understand reservation fees will not be prorated or discounted after the initial payment is completed.
- _____ I understand the full list of rules & policies are listed on the website & will refer to them before the party.

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

Applicant Signature

Date

For Office Use Only

Amount Received: \$ _____

Form of Payment: _____

Alcohol Permit:

Security Deposit: Check # _____

Insurance Certificate needed: Yes No

Received: Yes No (due within 1 week after request)

Issued by: _____

Date: _____

Approved: Yes No

Initial: _____

Date: _____