

# Hanover Township

Lehigh County, PA

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Key # \_\_\_\_\_

**RE: Reservation-Sherwood Park (Pavilion Only), Chestnut Grove, or Pudliner Pavilion**  
**Number of People Attending: \_\_\_\_\_**

Dear \_\_\_\_\_

This letter will serve as your official notification that the pavilion has been reserved for your use for \_\_\_\_\_ . Please have this letter available at your gathering in case anyone should question your reservation.

We acknowledge receipt of your reservation fee in the amount of \$ \_\_\_\_\_ check/cash and your surety check/cash in the amount of \$ \_\_\_\_\_ which will be cashed by us and refunded to you after \_\_\_\_\_ , providing the pavilion has been left in good condition after your use.

With respect to the use of the Park pursuant to this Park Pavilion Reservation I hereby accept financial responsibility in the event the Township incurs costs in excess of the security deposit for clean-up after use of the Park Pavilion area and, in addition, for any damage caused to the Township's property as a result of such use of the Park.

Our reservations are not dependent on the weather and no refunds are given because of bad weather. It is understood that this reservation is for the pavilion only. You are welcome to use the other park facilities but they must also remain available for anyone wishing to use them. **Parks are open during daylight hours only. Park closes at sunset.**

Should you encounter any non-emergency problems, our Code Enforcement Officers can be reached at 610-442-6917. \* Should you need help for an emergency situation, please dial 911 for assistance.

We ask that anyone attending please obey all speed limits and observe stop signs, parking requirements, etc. in the area of the Park or all park reservation privileges will be revoked. We hope your gathering will be a pleasurable time for all involved.

**License #** \_\_\_\_\_ **Expiration** \_\_\_\_\_

Sincerely,

Sandra A. Pudliner  
Township Manager

*\*If Code Enforcement cannot be reached, call Public Works at (610) 972-7251.*

**Optional:** Permission to have alcoholic beverages at the event has been granted.

\_\_\_\_\_  
Sandra A. Pudliner  
Township Manager

Twp. Accep. \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

2202 Grove Road Allentown, PA 18109

610-264-1069 • 610-266-9292 • FAX: 610-264-2773

white-Customer

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pink-File

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## PUDLINER, SHERWOOD & CHESTNUT GROVE PARK PAVILION RULES AND REGULATIONS

### CLEANUP

It is the responsibility of each Renter to see that all garbage is put in the proper receptacles the day/night of their reservation. \*

### STAPLES, NAILS AND TAPE

*\*any overflow of garbage should be placed in the dumpster.*

At no time should staples or nails be used in the Pavilion or on tables. Tape may be used but must be removed upon cleanup, and any decorations, tablecloth, etc.

### PARK CLOSING

The park closes at sunset at all times, including reservations of the Pudliner, Sherwood and Chestnut Grove Park Pavilion. Sunset for the date of your reservation is \_\_\_\_\_ P.M. *Sunset hours will be enforced.*

### ALCOHOL CONSUMPTION

Permission for alcoholic beverages may be requested. However, serving of alcoholic beverages must end one (1) hour prior to sunset for the date of the reservation.

### PARKING

Parking is not permitted on any grass areas in the Park.

### SMALL GAMES OF CHANCE/FUNDRAISING

Small games of chance and/or any type of fundraising activities are not permitted.

### PICNIC TABLES (PUDLINER)

If picnic tables must be moved, they are to be returned to their proper order. If Township Personnel must move the tables, the Renter will be charged \$10.00 per table.

### LANDSCAPING (PUDLINER)

Shrubs, flowers and trees are to be admired but left untouched. Any damage to landscape material will be charged to the Renter.

### RESTROOM FACILITIES (PUDLINER)

If the Township restrooms are utilized, the Renter is responsible for any damage and/or theft to the facility. Security Deposit will be returned to Renter upon the return of the restroom keys to the Township Building. The Utility room attached to the Restrooms at Canal Park is not for the storage of Renter's property. *Keep restrooms locked at all times during event. Restrooms must be locked at and upon leaving the Park area.*

**DESIGNATED TOWNSHIP PERSONNEL AND THE STATE POLICE PATROL THE TOWNSHIP'S PARKS. IT IS THE RESPONSIBILITY OF THE RENTER TO MAINTAIN CONTROL OF HIS/HER FUNCTION.**

**HANOVER TOWNSHIP, LEHIGH COUNTY'S GOAL IS TO PROVIDE PARK FACILITIES FOR YOUR ENJOYMENT.**

*I have read and understand the above-stated Rules as same relate to Hanover Township, Lehigh County's Park System.*

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Print Name)

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