

# Hanover Township

Lehigh County, PA

RE: Reservation-Sherwood Park (Pavilion Only), Chestnut Grove, or Canal Park  
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 in the amount of \$\_\_\_\_\_ check/cash, which will be cashed by us and refunded to you after \_\_\_\_\_ providing the pavilion has been left in good condition after your use.

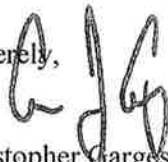
With respect to the use of the Park pursuant to this Park Pavilion Reservation, you hereby accept financial responsibility in the event the Township incurs costs in excess of the security deposit for clean-up after use of the Park Pavilion area and, in addition, for any damage caused to the Township's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

Your 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. Parks close 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. If there are any maintenance issues, you should call (610) 972-7251.

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.

Sincerely,



Christopher Garges  
Township Manager

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

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

Twp. Accept. \_\_\_\_\_ Date \_\_\_\_\_

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

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