

# HARCREST PARK PAVILION RESERVATION

**This form must be filled out and signed prior to reserving the pavilion.**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Reason for reservation: \_\_\_\_\_

Approx. number of attendees: \_\_\_\_\_

Penn Township welcomes residents to use the facilities at Harcrest Park. The Park is still “under construction” and will be for several more years as phases are designed, bid out and then completed. Please keep in mind that the Park is a work in progress and large areas are still not developed.

If reserving the pavilion for an event, you must provide two (2) checks made payable to Penn Township. One check for \$25.00 to reserve the park and one for \$100.00 as a deposit in case there is any damage to the pavilion or equipment when your function is taking place. You must take all garbage generated by the function with you. If you leave garbage, the Township will deduct \$75.00 from the deposit. After your event, if everything is cleaned up and no damage, your \$100.00 check will be returned to you.

## **Alcohol is NOT permitted in the Park.**

Functions must be over, and the area cleaned by 10 pm.

Other residents may be using the facilities such as the playground, volleyball court, trails, horseshoe pits, Frisbee golf and restrooms at the same time you are having your function. They have every right to be there unless you request in writing that you would like exclusive use of the horseshoe pits, and volleyball court. Other facilities cannot be reserved. Please respect others using the Park.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
To be completed by Township

\_\_\_\_\_  
Signature of Township Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name