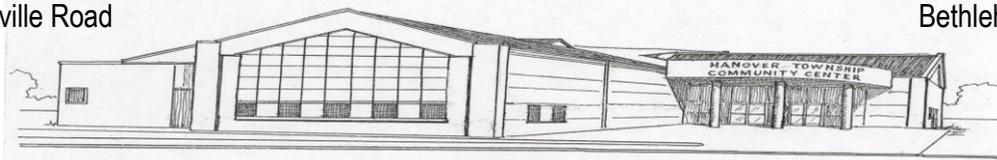


# Hanover Township Community Center

3660 Jacksonville Road

Bethlehem, PA 18017



Phone: (610) 317-8701 [www.hanovercommunitycenter.com](http://www.hanovercommunitycenter.com) [reservations@hanovertwp-cc.org](mailto:reservations@hanovertwp-cc.org) fax: (610) 317-8704

## Meeting Room Request Form

This is not a contract... You will be contacted shortly to discuss availability.

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

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Email: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ AM / PM Event End Time: \_\_\_\_\_ AM / PM

Rental Size (Please check appropriate room size)\*

\_\_\_\_\_ ½ Room (maximum 50 participants) \$66.00/hour  
\_\_\_\_\_ Full Room (maximum 100 participants) \$94.00/hour +\$50 Breakdown fee  
\_\_\_\_\_ Small Quarter Room (B & C) \$44.00/hour  
\_\_\_\_\_ Lg. Quarter Room (A & D) \$55.00/hour

Function (Please check appropriate)

\_\_\_\_\_ Meeting \_\_\_\_\_ Adult Birthday Party  
\_\_\_\_\_ Shower \_\_\_\_\_ Other \_\_\_\_\_

**\$50 non-refundable deposit is due to secure the date and is applied to the total cost.**

**\*Residence receive 15 % discount...proof of residency required**

Expected Attendance \_\_\_\_\_

Extras: (please check) Bingo Machine (\$40) \_\_\_\_\_ Fancy Chair (\$10) \_\_\_\_\_  
Podium (\$10) Kitchen Use (\$25) \_\_\_\_\_ Table Clothes (\$2/per) \_\_\_\_\_

Notes/Special Arrangements: \_\_\_\_\_

Desired Number of Tables: \_\_\_\_\_ Desired Number of Chairs: \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_ Due 7 days prior to first booking

rev. 2-17

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## **\*Damage Deposit Form\***

\*This form is for use for any facility reserved through the Hanover Township Recreation Center\*

**The Hanover Township Community Center requires a \$100 damage deposit by all parties reserving municipal facilities for an event. This policy is in place to preserve and maintain the integrity of municipal property, and to continue to make municipal buildings & properties available to the public.**

**Deposits are made by credit card or check and are held until the event is completed, and an inspection of the room/field/gym/pavilion/bingo machine by Hanover Township staff has been made. The credit card will not be charged unless damage to the room/field/gym/pavilion/bingo machine occurs or items are taken. You will be notified in advance prior to your account being charged.**

**This form must be completed at the time of reservation. Questions can be directed to the Recreation Director or Rental Coordinator at HTCC.**

PAYMENT INFORMATION – Please complete:

**Credit Card: (circle type)    MasterCard    Visa**

**Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_**

**Name on card: \_\_\_\_\_ CVV (3 digits on back): \_\_\_\_\_**

**Signature: \_\_\_\_\_**

**Date: \_\_\_\_\_**