

# 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

## Gym Rental Request

~This is not a contract... Someone will contact you shortly to discuss availability ~

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

Group/Company Name: \_\_\_\_\_

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

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

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

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

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

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

Rental Size (Please check appropriate room size)

_____ 1/2 Gym	\$55.00 per hour
_____ Full Gym	\$75.00 per hour
_____ Gym Covering Fee	\$275.00

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

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

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATE OF LIABILITY SHOULD STATE: "Hanover Township- Northampton County" as Certificate Holder**

\*\$100.00 security deposit due at contract origination along with signed Policies & Conditions and Insurance Liability Certificate...

Residents receive 15% discount

*Office use only*

Deposit: \$ \_\_\_\_\_ Policy & Conditions Signed \_\_\_\_\_ Insurance Liability Certificate \_\_\_\_\_

Employee Name: \_\_\_\_\_ Date \_\_\_\_\_ rev. 2-14

~Balance due 7 days prior to first booking~

*'The Heart of the Community'*

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