

**FAIRVIEW TOWNSHIP APPLICATION
FACILITY RESERVATION
For 340 Lewisberry Road
New Cumberland, PA 17070**

**Balance Due: \$ _____
Deposit: \$ _____
Balance due: \$ _____**

Today's Date _____

All groups/persons requesting use of facilities must provide the name and telephone number of a local contact person who will assume responsibility for administration of the activity and be available during the scheduled activity.

Date(s) of event _____ Time(s) of event _____ (includes 1hr. set up/1 hr. clean up)

Name/Group Name _____

Address _____

Phone: Day _____ Evening _____ E-Mail Address _____

Describe the activity in detail _____

Will this activity include consumption of Alcoholic beverages? Yes No
*(If yes, there will be a Cleaning Deposit of \$200.00. This deposit will not be returned if there is excessive clean-up and/or repair of any damage to property. Alcoholic beverages must be consumed inside the building. In the event no application is made for the consumption of alcoholic beverages and alcoholic beverages are found, a fine of up to \$300.00 will be assessed to the person or persons whose signature appears on the application form.)

Number of persons expected to attend (may not exceed 134) _____

Will this activity generate revenue? Yes No

Does this activity require any special services or equipment? (Fees may be charged for use of some equipment and services)
Other _____

Does this activity include plans for concessions, vendors, rented equipment, or caterers? Yes No
*(If yes, please give details below, prior approval is necessary)

****Please note there is absolutely NO SMOKING INSIDE THE BUILDING****

I/We have read the guidelines regarding use of Township Facilities and agree to assume responsibility/liability for observance of these regulations. I/We shall agree to assume all responsibility/liability for any damages incurred beyond normal wear and tear and I/we also assume all responsibility/liability for personal damages or injuries incurred through use of the facility and relieve Fairview Township and its officials of any responsibilities for such activities. I/We understand that a portion of the cleaning /alcohol deposit may be non-refundable in case of cancellation, property damage, or the requirement of more than customary cleaning.

Signature _____

Date _____

**Please Return Reservation Request And Reservation Fee, IF REQUIRED, To:
Fairview Township-C/O(Tammy Jones)
599 Lewisberry Road, New Cumberland, PA 17070-3109
(717)-901-5286**

Township use only:

Date received _____ Date Approval/Disapproval _____

Amount Due _____ Deposit received _____

Balance due _____ Alcohol Deposit/Cleaning deposit _____

Insurance Required? Yes No

Concession/Vendor/Caterer Approved? Yes No

Name _____

Additional fees and charges _____

Other Information/Conditions _____

FAIRVIEW TOWNSHIP

FACILITY RENTAL FEES AND CHARGES

THE FOLLOWING IS A FEE SCHEDULE FOR RESERVATION OF FACILITIES AND SERVICES. THE UNITS OF TIME WILL BE CHARGED BY WHOLE UNITS AND NOT PRORATED FOR FRACTIONS OF TIME:

FACILITY RESERVATION FEES (Social Hall)

Partial Day Rental-6 hour or less, (this includes 1hr for set up/1hr for clean up)

- Resident- \$125.00
- Non-Resident- \$175.00

EACH ADDITIONAL HOUR (Residents and Non-Residents) - \$50.00 PER HOUR

A \$75.00 DEPOSIT IS REQUIRED TO CONFIRM RESERVATION.

Balance of the rental fee plus a cleaning deposit is to be **PAID IN FULL FRIDAY TWO WEEKS PRIOR TO THE EVENT DATE.** (If not paid two weeks in advance, the access code will not be given and the deposit will not be refunded.)

Full Day Rental-(more than 6 hours on one day)

Full day rentals for wedding receptions will include the night before for setup of the room, with some restrictions.

- Resident- \$300.00
- Non-Resident- \$400.00

There will be a \$50.00 kitchen charge if food is made at the hall. Anyone preparing food in the kitchen must meet with the rental coordinator to view the proper use of the kitchen equipment.

\$75.00 non-refundable rental fee is required to confirm reservation. Cleaning deposit less any damages or more than customary cleaning will be refunded upon inspection of hall.

CLEANING DEPOSITS

- Cleaning Deposit for a function without alcohol- \$100.00
- Cleaning Deposit for a function with alcohol- \$200.00

Any function canceled within two weeks of function date will forfeit all payments.

SPECIAL SERVICES- ACTUAL COSTS INCURRED

EMPLOYEE SERVICES- ACTUAL COSTS INCURRED

All decorations are acceptable, with the exception of any form of confetti.

Your cleaning deposit will be refunded if the following conditions are met:

1. Trash is taken out to the dumpster and the trash liner is replaced. (Liners are in the bottom of the trash cans.)
2. All recycling is taken out to recycling receptacle.
3. The front doors are locked.
4. The lights are turned off.
5. The bathroom is clean.
6. The kitchen is clean.
7. The kitchen sinks are clean.
8. The floors are **swept and mopped**. (Mop, mop bucket, broom, and dust pan are located next to the vending machine in the hallway. Mop solution can be found in the kitchen next to the sink.)
9. Tables and chairs are wiped down.
10. There are no damages to the property.

Emergency Only

If you are experiencing an **emergency** the day of your function, please call Tammy immediately at (717) 460-6065.