



## Akenac Park Recreation Hall & Kitchen



## Facility Rental Policy & Agreement

Delaware Township

Park Physical Address: 108 Abbey Lane, Dingmans Ferry, PA 18328

Mailing Address: 116 Wilson Hill Road, Dingmans Ferry, PA 18328

Phone: (570) 828-2347

Fax: (570) 828-8705

Baby Showers

Banquets

Birthday Parties

Business Meetings

Reunions

Wedding Receptions

Family Gatherings

Graduation Parties

Club Meetings

Wedding Showers

& Many More!



**RENTAL POLICIES**

How to Check Availability	You may call (570) 828-2347 and request to speak with Lori McCrory regarding facility availability.
How to reserve the facility	All reservations must be made in person at the Delaware Township Municipal Building, during office hours (Monday through Friday, 8:00 a.m. to 4:00 p.m.). You must fill out the facility use application form, provide insurance certificate of liability with Delaware Township named as the additional insured and be present at the event. All rentals are for a period of 4 hours.  initials _____
Alcohol	The consumption of alcoholic beverages on park grounds is prohibited. There are no exceptions.  initials _____
Insurance Requirements	<b>Organizations, Corporations or Other Entities:</b> A certificate of liability insurance with a minimum of \$1,000,000 in General Liability Coverage must be provided with the Delaware Township named as an additional insured.  initials _____
Reservation Fees  <i>Maximum Capacity</i> 166	Recreation Hall Only \$150  Recreation Hall with limited kitchen use \$200 – no stove; only fridge, freezer, icemaker.  Recreation Hall with full kitchen use \$400 for a minimum of 5 hours – cost will be \$80 per hour for each additional hour after 5 hours.  initials _____
Security Deposit & Damage	<ul style="list-style-type: none"> <li>• A \$100 security deposit check is required for all recreation hall &amp; kitchen facility reservations and is due on the date specified.</li> <li>• The applicant will be responsible for any property damage caused by or which are the alleged result of any act or omission of any organization, corporation, guest, invitee, licensee, visitor or other person present at the Township facilities in conjunction with the rental. This includes any damage incurred by any individuals or companies working with the applicant, i.e. caterers, entertainers, etc. In the event of property damage, the deposit will be forfeited, and you will be billed for any additional costs of the damage not covered by the security deposit.</li> <li>• The Township reserves the right to inspect your event.</li> <li>• If you, your guest, invitee, or visitor are found to be serving/consuming alcohol, you will be asked to cease immediately and will forfeit your security deposit.</li> <li>• If the headcount of your event is found to be beyond what was indicated on your application, you will be asked to end your event immediately and will forfeit your security deposit.</li> </ul> initials _____
Facility Keys	<ul style="list-style-type: none"> <li>• Keys will be given to the renter the day before the event.</li> <li>• All keys are to be returned by NOON the first business day following the rental. Renter will be charged a fee of \$25 per day, if keys are not returned by the second business day following the rental. Renter will be charged a fee of \$500 for any lost keys. The lost key fee is non-refundable.</li> <li>• The \$100 security deposit will be forfeited if keys are not returned after 5 business days.</li> </ul> initials _____
Cancellations & Facility Closings	<ul style="list-style-type: none"> <li>• Cancellations, date/time changes will only be accepted with notification of at least one month prior to the event. A cancellation, date or time change is subject to a \$10 processing charge <u>per date</u>. There is a limit of <u>one date/time change per application</u>. Fees are non-refundable with less than one month's notification, and the applicant is responsible to pay in full for any fees agreed upon on the application.</li> <li>• The Township reserves the right to close a facility at any time if the area is affected by the</li> </ul>



	<p>weather and deemed to be unsafe or unusable. An alternate date or refund will be offered. initials _____</p>
Ongoing Reservations	<p>Ongoing facility rentals may have dates held in advance (at the discretion of the Board of Supervisors) and arrange for a payment plan (i.e. quarterly). The individual or group will be responsible to pay for any time held. initials _____</p>
Hold Harmless Agreement	<p><b>Renter Agrees to hold-harmless and indemnify Delaware Township from claims, suits, or other actions arising from, caused by or which are the alleged result of any act or omission of any organization, corporation, guest, invitee, licensee, visitor or other person present at Akenac Park.</b> initials _____</p>
General Park Policies & Restrictions	<ul style="list-style-type: none"> <li>• All individuals entering the Park are obligated to provide proof of residency of Pike County.</li> <li>• All Pike County residents shall enter the Park free of charge.</li> <li>• All Pennsylvania residents who reside outside of Pike County may enter the Park at a charge of \$5.00 per person.</li> <li>• All out of State residents will be permitted to enter the Park at a charge of \$20 per person.</li> <li>• All individuals within the park may rent a boat at a charge of \$5 per hour per boat. Personal boats are prohibited.</li> <li>• Alcoholic beverages are prohibited.</li> <li>• No smoking. No vaping.</li> <li>• No pets.</li> <li>• Children under 16 must be supervised by an adult.</li> <li>• No foul language.</li> <li>• No littering, dumping refuse or disposing of outside refuse.</li> <li>• No hunting.</li> <li>• No open fires. Charcoal and/or gas grills only.</li> <li>• No fireworks or explosives are permitted to be discharged or possessed in the park.</li> <li>• No solicitation or sale of goods without written approval.</li> <li>• Plant removal prohibited.</li> <li>• Harassment of wildlife is prohibited.</li> <li>• Unreserved park facilities are first come first serve. Reservations may be made with the Township.</li> <li>• Defacing and/or removal of park property is prohibited.</li> <li>• No operation of motor vehicles outside designated parking and entrance area.</li> <li>• Noise and/or music should be kept to an acceptable level and not disturb normal sensitivities of other visitors.</li> <li>• Harassment of other visitors or disorderly conduct is prohibited.</li> </ul> <p style="text-align: center;"><b>ALL INDIVIDUALS ENTERING THE PARK MUST CONSENT TO PROVIDING PROOF OF PIKE COUNTY RESIDENCY.</b></p> <p><i>Akenac Park at Delaware Township is a family recreation facility. Please obey all rules and regulations posted at the park. The Delaware Township Board of Supervisors reserves the right to review fees, rules, regulations and policies.</i></p> <p style="text-align: right;">initials _____</p>
Park Rental Hours	<p>8:00 a.m. to 7:00 p.m. Sunday through Saturday. Memorial Day through Labor Day. The park is closed on Tuesdays for maintenance and is therefore not available for rental. initials _____</p>
Decorations	<p>Decorations shall not alter or damage any surfaces. Nails, pushpins or tape cannot be used on any indoor or outdoor facilities. Helium balloons are permitted but must be weighted down. Table decorations are acceptable. Candles are prohibited. Rice, popcorn or flower petals cannot be thrown during wedding ceremonies. Birdseed is permitted. initials _____</p>
Games of Chance	<p>Gambling or any game of chance for money is regulated by the State of Pennsylvania and is not permitted without properly displayed permits and approval from Board of Supervisors. initials _____</p>



<p>Kitchen Responsibilities</p>	<p>All kitchen rentals require applicants to take an online course on kitchen and food safety. Applicants must provide proof of completion prior to rental. Log-in information will be provided by township staff.</p> <p>For return of your security deposit, please observe the following guidelines:</p> <ul style="list-style-type: none"> <li>• Kitchen counters, countertops, sinks, oven and microwave are to be wiped down with appropriate cleaners</li> <li>• Clear guest tables before the end of your rental</li> <li>• Coffee pots, creamer/sugar containers and water pitchers must be scrubbed clean and rinsed well, using supplies provided by the Township.</li> <li>• Cleanup of dishes should be on going throughout the event. After party clean up time is limited to one hour.</li> <li>• Wipe down all tables and chairs.</li> <li>• Do not put liquid in garbage bags. Do not place garbage bags on carpeted areas. Put garbage bags in dumpster.</li> </ul> <p style="text-align: right;">initials _____</p>
<p>Catering Policy</p>	<ul style="list-style-type: none"> <li>• It is specifically agreed that Delaware Township shall not be liable for failure by the caterer to perform services as agreed upon between the rental group and the catering company. All agreements between the renter and the caterer are as such and shall be treated and recognized as a contract agreement between the renter and the catering company only and Delaware Township and its affiliates, employees and associates are held harmless from any such action that arises from that contract agreement.</li> <li>• Delaware Township will not accept shipments on behalf of a renter and/or catering company.</li> <li>• Delaware Township will not store renter's equipment, food or belongings prior to or after the rental time. All items left by a renter and/or catering company will be disposed of. There is no assumed responsibility for the renter or caterer's items, possessions or equipment.</li> <li>• The kitchen shall be available during the time period approved on the application only.</li> <li>• Kitchen equipment shall only be used for their intended purpose.</li> <li>• Report any problems, malfunctions or damages immediately to Delaware Township staff to Vincent Flatt (570) 906-5032.</li> <li>• Do not overload outlets.</li> <li>• Completely clean up all surfaces, appliances and equipment affected by use.</li> <li>• All items shall be removed or disposed of in proper receptacles. There shall be no food or garbage or other supplies left in the kitchen/building. Dumpsters are available.</li> <li>• Delaware Township is not responsible for lost, stolen or damaged personal property.</li> </ul> <p style="text-align: right;">initials _____</p>

**Note:** Non-compliance with any of the above guideline will result in forfeiture of the security deposit, when applicable. Groups or organizations damaging park facilities will be held financially responsible as noted by park employees, who will document the damages and present them to the Township Office. Vandalism and damages to park facilities is a criminal offense and offenders will be prosecuted.

APPLICANT'S SIGNATURE: \_\_\_\_\_

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



## AKENAC PARK RESERVATION FORM & AGREEMENT

Contact Person: \_\_\_\_\_ Organization(if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Event Purpose: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Type of Use:  Private Party  Reunion  Banquet  Graduation Party  Meeting  Shower  
 Wedding Reception  Other: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_

Please be sure to include set-up and clean-up in your rental request.

Facility Requested:  Recreation Hall Only  Recreation Hall & Kitchen

Equipment Requested:  Tables - # \_\_\_\_\_  Chairs - # \_\_\_\_\_  PA System  Podium  Projector

### AGREEMENT: The Undersigned Hereby Agrees to the Following:

- Payment of all applicable rental fees as outlined in the rental policy guidelines, including but not limited, to \$200 damage/security deposit and \$\_\_\_\_\_ reservation fee.
- No smoking, alcoholic beverages or illegal substances are permitted on Township property.
- Applicant is responsible for the conduct of participants and spectators. Profane language, boisterous behavior, or other objectionable demeanor is not permitted.
- The applicant must abide by the polices of Delaware Township and the laws of the State of Pennsylvania. Federal Law, Fire and Safety Codes will be enforced. **Complete Policy Received \_\_\_\_\_ (initial).**

**PLEASE BE ADVISED THAT APPROVAL FOR AKENAC PARK RESERVATION REQUESTS ARE NOT CONSIDERED FINAL UNTIL VOTED ON AT THE BOARD OF SUPERVISORS REGULAR MEETING HELD ON THE SECOND AND FOURTH WEDNESDAYS OF THE MONTH. FINAL APPROVAL MUST BE GRANTED BY THE SUPERVISORS.**

*APPROVAL IS SUBJECT TO REVOCATION IF THE APPLICANT DOES NOT COMPLY WITH ALL PERTINENT LAWS, POLICIES, RULES AND REGULATIONS INCLUDING ANY CONDITIONS OR RESTRICTIONS IMPOSED BY DELAWARE TOWNSHIP.*

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief I understand that if I knowingly make any false statement herein I am subject to such penalties that may be prescribed by law or ordinance. I further certify that I have read and understood the rules and regulations on this application and will abide by such rules and regulations.

APPLICANT'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_



Applicant/Organization Name: \_\_\_\_\_

Other Information:

- Is your event open to the public?  Yes  No
- Will you be serving food and/or beverages?  Yes  No
- Will there be children attending the event?  Yes  No
- Will there be live or amplified music?  Yes  No
- Are you charging for admission on-site or off-site?  Yes  No
- Will you have concession sales during the event?  Yes  No
- Are you hiring a party vendor? (i.e., caterer, DJ, entertainer, etc.)  Yes  No
- Will fundraising or product sales take place on site?  Yes  No
- Will your attendees be swimming?  Yes  No

**Liability Insurance Requirements**

A. All commercial, non-profits and charitable groups, which include but are not limited to: dunk tanks, tent rentals, etc. must provide evidence certifying insurance coverage in the amount of \$1,000,000.00 combined single limit liability insurance policy naming "Delaware Township and including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees and volunteers" as Additional Insured to said policy. The minimum coverage is a \$1,000,000.00 policy as directed by the Township Attorney.

**B. A copy of your policy must accompany your completed rental agreement.**

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SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

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***Township Staff Only***

Employee Completing Application: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rental Check Lists:  Copy of Insurance  
 Completed Application  
 Facility Set-Up Forms  
 Special Requests: \_\_\_\_\_

Form of payment:  Cash  Check # \_\_\_\_\_  Money Order

Assessed Fees:  Damage/Security Deposit \$ \_\_\_\_\_  
 Rental Fee \$ \_\_\_\_\_  
\$ \_\_\_\_\_

TOTAL DUE: \$ \_\_\_\_\_

Damage/Security Deposits: Refund Request Date: \_\_\_\_\_  
Assessment of Damages: \_\_\_\_\_  
Total Refund: \_\_\_\_\_  
Check #: \_\_\_\_\_  
Date Mailed: \_\_\_\_\_