



MAIN LODGE REQUEST FORM

105 Government Center Way
Pocono Pines, PA 18350
Phone: 570-646-1212
Fax: 570-646-9025
www.tobyhannatownship.pa.gov

Applicant: _____

Contact Person: _____ Phone: _____

Mailing Address: _____

Name of Township Resident (if different than applicant): _____

Tax Map ID No.: _____

Date Requested: _____ Time: From: _____ To: _____ (Between 8:00AM to 11:00PM only)

Number of People: _____ Function: _____

Rental Fee: \$ _____ Per Day (Due no less than 30 days prior to your event)

Security Deposit: \$ 150.00 (Refundable)

Total: \$ _____

Signature of Applicant/Owner: _____ Date: _____

- Applicant will be required to obtain a special event or one day event policy for the date of the rental. The policy must have General Liability Coverage in the amount of \$1,000,000. If liquor is being served it is the responsibility of the Applicant to acquire a Liquor Liability Policy with a coverage limit of at least \$1,000,000. Both policies must name Tobyhanna Township as an additional named insured. A copy of the policy must be submitted one (1) week prior to the rental date by the applicant to the Township's office for review and approval.
- The rental fee and security deposit are to be received by the Township no later than thirty (30) days prior to your reservation. Failure to submit the fees in a timely manner may result in your reservation being terminated and the facility being rented to another applicant and/or forfeiture of your reservation deposit.
- The Township is not responsible for lost or stolen items.
- The Township's facilities are to be kept neat. The building and porch area must be clean of trash and personal items by 11:00 PM. **NO EXCEPTIONS!** The trash is to be bagged and placed in the dumpster behind the lodge. You are responsible for leaving the facility in the condition you found it.
- Cancellations must be submitted to the Township in writing and are subject to a \$25 processing fee. If notice is received less than thirty (30) days prior to the function, we will make every attempt to re-rent the facility. If we are able to re-rent the facility, the balance will be refunded. **If we fail to re-rent the lodge, we will not refund your reservation fee.**

DO NOT WRITE BELOW THIS LINE—FOR TOWNSHIP USE ONLY

Approved: _____	Denied: _____	Township Secretary: _____	Date: _____
Deposit Submitted: \$ _____	Cash/Check No.: _____	Date: _____	
Deposit Submitted by: _____	Insurance Policy Submission Date: _____		
Rental Fee Submitted: \$ _____	Cash/Check No.: _____	Date: _____	

NOTICE TO TOBYHANNA TOWNSHIP RESIDENTS USING THE MAIN LODGE

- Main Lodge/gate key must be picked up from the Township Office between 8:00 AM and 4:30 PM on Friday prior to your weekend rental. Midweek rentals can pick up key during regular Township business hours.
- Access through the gate should only be utilized to drop off supplies for your event and to accommodate elderly and/or handicapped guests. All other guests must park in the Main parking lot and not in Blanche D. Price Park. **Please use extreme caution when driving through the park as there are children in the park area.**
- **This Facility** and all properties owned by Tobyhanna Township are **tobacco free.**
- The attached **Agreement for Use of Alcohol** must be successfully executed prior to event.
- Use the cart provided to move stacked chairs; **DO NOT DRAG** chairs across the floor, as it may scratch or gouge the floor and result in loss of your security deposit.
- Trash bags, paper towels, toilet paper and hand soap are supplied by the Township.
- A mop and bucket are in the closet, if you need to use them.
- Wipe down tables before putting them away.
- Remove all directional signs and balloons that you may have put up to alert your guests to the party site.
- Remove all decorations, lights and all your belongings before returning the key.
- Place all garbage in dumpster behind the Lodge. The building and porch must be clean of trash and personal items by 11:00 PM. You are responsible to leave the facility in the condition you found it.
- Upon your departure, please return the key in the drop box located just outside the Township office door.

Failure to comply with these regulations may result in all or some of your deposit not being refunded.

Additional fees may be charged to the Township Resident for damage to the building, damage to building contents, and/or loss of the key, if total costs exceed the security deposit.

Township Resident: _____ Date: _____

**AGREEMENT FOR USE OF ALCOHOL AT
TOBYHANNA TOWNSHIP MAIN LODGE**

In consideration of the opportunity to utilize the Tobyhanna Township Main Lodge, the undersigned hereby agrees to release, indemnify, defend and save and hold harmless, Tobyhanna Township, its officers, employees, agents, partners, heirs, successors and assigns (collectively "the indemnified party") from and against, and to reimburse the indemnified party with respect to, any and all claims, demands, causes of actions, losses, damages, liabilities, costs and expenses, including reasonable attorney's fees and expenses, court costs and cost of appeal (asserted against or incurred by the indemnified party) for reason of or arising out of the use of

the Tobyhanna Township Main Lodge by _____ on the
(Name of group or individual)

_____ day of _____, _____.

The undersigned further agrees not to serve or furnish alcoholic beverages: (a) for a charge; (b) to a person under the legal drinking age; and (c) to a person who is under the influence of alcohol and or visibly intoxicated.

The undersigned is voluntarily using the Tobyhanna Township Main Lodge and acknowledges and understands that there are risks involved in serving and or furnishing alcohol. Furthermore, at the time of the rental the Township requires all renters of the facility to provide the Township a copy of a Special Event policy for the time frame of the rental, the policy must have General Liability Limits of \$1,000,000. If liquor is being served it is the responsibility of the lessor to acquire a liquor liability policy with a limit of at least \$1,000,000. Both policies must name Tobyhanna Township as an additional named insured. A copy of the policy must be submitted prior to the rental date by the lessor to the Township's office for review and approval.

By signing below, the undersigned represents and warrants that he (she) has carefully read the foregoing and knows and understands its contents and effect and that his (her) execution is a purely voluntary act.

Dated: _____

Print Name

Signature

Name of Group or Organization (if applicable)

Main Lodge Rentals Fee Schedule — Available May 1 through Columbus Day weekend

Friday, Saturday, Sunday, and Holidays

Security Deposit	\$150.00 *(refundable)
Rental Fee	<u>\$300.00</u> per day
Total	\$450.00

Friday, Saturday, Sunday, and Holidays (non-profit)

Security Deposit	\$150.00 *(refundable)
Rental Fee	<u>\$200.00</u> per day
Total	\$350.00

Monday (non-holidays) through Thursday

Security Deposit	\$150.00 *(refundable)
Rental Fee	<u>\$200.00</u> per day
Total	\$350.00

Monday (non-holidays) through Thursday (non-profit)

Security Deposit	\$150.00 *(refundable)
Rental Fee	<u>\$175.00</u> per day
Total	\$325.00

Payments can be made in full or accepted in the following manner:

Security Deposit	Payment due w/Reservation Form
Rental Fee	Due no less than 30 days prior to event

We accept cash or checks payable to Tobyhanna Township.

You can also use a credit card (a transaction fee will apply).

*Security Deposit is refundable provided you comply with all regulations outlined on the attached notice. *

The Security Deposit of \$150.00 will be mailed to you approximately 2 to 3 weeks after your event.