



**PENN TOWNSHIP
CUMBERLAND COUNTY
BOARD OF SUPERVISORS**

1301 Centerville Road
Newville, PA 17241

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PAVILION/PARKS RESERVATION APPLICATION

PLEASE PRINT CLEARLY AND FILL OUT COMPLETELY

NAME OF ORGANIZATION/PARTY: _____

CONTACT PERSON/RESPONSIBLE PARTY: _____

FULL ADDRESS: _____

EMAIL: _____ PHONE: _____

TYPE OF EVENT: _____

REQUESTED DATE: _____ Time _____

ARE WATER AND ELECTRIC BEING REQUESTED? Water: _____ Electric: _____

A key will be issued to, and is the responsibility of, the applicant when requesting use of the water and electric

Is a bounce house or similar amusement device to be used? Yes _____ No _____

If yes, then a certificate of Insurance must be submitted by the owner of the device; in addition, a portable generator is necessary.

Reservation confirmations can be pick up at the Township Office, sent in the mail or returned via email. If more than one date is requested, please send a completed form for each separate date.

Permit is valid only for the original date booked. (Contact Twp office to check availability of possible Rain Dates)

I hereby apply for a park/pavilion reservation for the group I represent. I have read all terms and conditions and agree to comply with them. I agree to remove all trash and litter. I understand this permit may be revoked if any terms or conditions are violated. If there are questions, please contact the Township Secretary between 7:00 AM and 4:00 PM Monday through Thursday.

Signature: _____ Date: _____

This permit is not valid unless signed and does not become effective until approved by the Township Office.

THIS SECTION TO BE COMPLETED BY TOWNSHIP OFFICE:

Reservation Date: _____ From: _____ am / pm To: _____ am / pm

Pavilion Key Issued: _____ Key Issued To: _____

Date Cancelled: _____ Pavilion Key Returned: _____

Notes:

HOLD HARMLESS WAIVER FORM

I, _____ do hereby covenant and agree to defend and hold harmless Penn Township, Cumberland County from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of _____.

(Township Building, Park, and/or Pavilion)

Date(s) of proposed use: _____

Signature of Applicant Date: _____