



Park Facilities Application

West Hanover Township Park and Recreation

GENERAL INFORMATION

Name/Type of Event: _____

Organization Name (if applicable): _____

Contact Person: _____

Mailing Address: _____ City _____

State _____ Zip _____ Phone#: _____

E-mail address: _____

Contact Signature: _____ Date: _____

Date Requested: _____ Event Time: _____

Arrival / Setup Time: _____ Departure Time: _____

Estimated Attendance (Participants + Spectators): _____

Requested Location within the Park: _____

Cash or check may be sent in with application. Credit and debit cards can be taken in person at the WH Community Center Monday thru Friday, 8:00 am – 4:00 pm.
Make checks Payable to West Hanover Township.

West Hanover Parks & Recreation - 628 Walnut Avenue, Harrisburg, PA. 17112.

Telephone (717) 724-0083 Monday- Friday (8:00 am – 4:00 pm)

Telephone (717) 557-8582 (after 4:00 pm & Weekends) Rental Emergencies

RELEASE AND WAIVER OF ALL CLAIMS AGREEMENT REGARDING RISK OF INJURY AND RELEASE AND WAIVE OF ALL CLAIMS

I hereby apply to the Township of West Hanover to rent and use the facility, or facilities as mention in the attached application, for a private and/or public function during the time frame of _____ (date), _____ (time).

I understand that by renting this or these facilities I will expose myself and my guests to normal risks of injury or harm associated with nature, sporting events and activities, picnics and social gatherings, musical events, and/or passive recreational activities.

I agree that I am responsible for my own safety.

I understand that the fields are available on an "as is" basis". The Township is not responsible for field maintenance except for weekly mowing as per in the mowing contract. The organization renting the fields is solely responsible for field maintenance.

I agree to abide by all rules and regulations in regards to the pavilion and park use.

I agree that I am responsible for my guest’s safety to the point of producing a safe event or activity during the length of this contract.

I hereby assume all risk and responsibility of damage to the property of the Township of West Hanover as it relates to my event and my use and/or misuse; and hold the Township of West Hanover, its agents and representatives harmless for any and all suits relating to the use of Township owned facilities.

I hereby agree to protect, indemnify, save, keep, and hold harmless the Township of West Hanover, its elected and/or appointed officials, its agents, servants and employees, against and from any and all claims, causes of action or liability, loss, damage or expense, brought by me or on my behalf or by my guests or on their behalf, arising out of the use of the Township facilities and the activities conducted therein or thereon for which I have made application to the Township to use for a public and/or private function.

I agree that this Release and Waiver shall be construed and interpreted according to the law of the State of Pennsylvania. I understand and agree that this Release and Waiver shall be binding upon my heirs, assigns and any personal entity acting upon my behalf.

I have read the above items of the Release and Waiver, understand them, agree to abide by them, and hereby acknowledge that I understand this Release and Waiver.

I am at least 18 years old and may legally sign this document.

Signature Date Print Name

Park & Recreation Staff Signature

PARK / PAVILION RENTAL RATES

All park pavilions and fields are rented in four-hour blocks. \$10 per additional hour is charged for all areas except Houck Manor Park, which is \$50 per additional hour. A \$25 security deposit is held and returned after rental.

WH Township residents receive a 10% discount on all rental fees, active Company 36 fire personnel receive 20% off of rental fees.

LENKER PARK

___ Pavilion - \$40 ___ Tennis Courts - \$30 ___ Basketball Courts - \$30

FAIRVILLE PARK

___ Pavilion - \$40

SKYLINE COMMONS PARK

___ Upper Pavilion w/ Restrooms - \$60 ___ Lower Pavilion - \$40 ___ Volleyball Court - \$30

___ Basketball Court - \$30 ___ Multi-Purpose Field - \$30

HOUCK MANOR PARK

___ Large field for special events. Include concession stand restroom use. - \$250

THIS SECTION TO BE COMPLETED BY PARKS & RECREATION STAFF

Date Paid: _____ Rental Fee: _____ Security Deposit: _____ Total Amount Due: _____

Payment Information: ___ Cash ___ Credit Card ___ Check # _____

Payment Amount: _____

Staff Signature: _____ **Date:** _____

REFUND POLICY:

If you cancel your application 30 days prior to the date of your event, you will receive a full refund. If you cancel your application less than 30 days before your event, you will receive no refund. In the event of rain, you will receive no refund, but may select another open date.

REQUIREMENTS FOR DEPOSIT REFUND

1. Check for paper and trash around pavilion area, place in garbage cans.
2. Leave the park the way you found it. Do not move bleachers or picnic tables.
3. Remove charcoal from grills and place in concrete pit.
4. Make sure tables are wiped off.
5. Make sure all food is removed from concrete pad under pavilion
6. Please report all damages to Park and Recreation Director.

RULES AND REGULATIONS

1. Park hours: Dawn to Dusk (Unless arrangements have been made with Director)
2. Alcoholic beverages and illegal drugs are prohibited.
3. Gambling is prohibited.
4. All pets must be on a leash. Owners must clean up all animal waste deposited by their pets.
5. Place all refuse in containers provided.
6. Any defacement, removal or damage of any park property is prohibited
7. Hunting, trapping or pursuing wildlife in parks is prohibited.
8. Profane language is prohibited.
9. All vending is prohibited without permission from Parks and Rec Director.
10. ATVs, mini bikes, off-road vehicles, motorcycles or snowmobiles are prohibited.
11. Washing or servicing of vehicles is prohibited in parks.
12. Only charcoal is permitted in park grills. Wood may be burned in fire rings only.
13. Reserved fields and/or facilities have priority over general use.