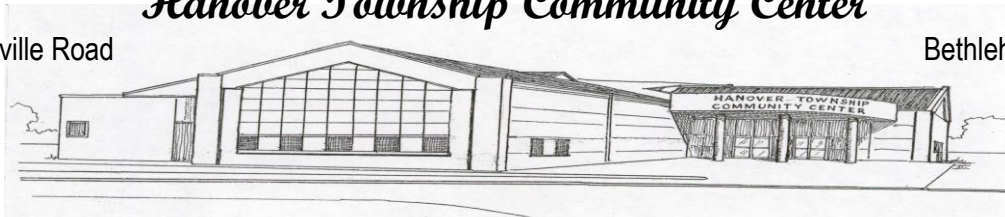


Hanover Township Community Center

3660 Jacksonville Road

Bethlehem, PA 18017



Phone: (610) 317-8701 www.hanovercommunitycenter.org reservations@hanovertwp-cc.org fax: (610) 317-8704

Birthday Party Request Form

This is not a contract, your date will be confirmed by someone shortly

Contact Name: _____

Childs Name: _____ Male/Female Age: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Reservation Date: _____ Email: _____

Event Day: Saturday: Available Hours Between 11am and 5pm

Sunday: Available Hours Between Noon and 4pm

Please designate age range of Children _____

The Party includes one hour of planned/supervised activity in the gym or aerobic studio and two hours of party room time, overlapping with the activity time. *The party room is available for decorating 30 minutes prior to party start time. Clean-up must be complete by 15 minutes after party end time.*

Suggested games/themes by renter: _____

Number of Participants

_____ 1-10 (\$100.00 members/\$125.00 non-members)

_____ 11-20 (\$115.00 members/\$145.00 non-members)

_____ 21-30 (\$130.00 members/\$165.00 non-members)

_____ 30 & up (Special Pricing)

_____ Additional Hourly Attendant (\$25.00/hour)

A \$50 non-refundable deposit is due to secure the date and is applied to the total party cost.

Special Arrangements _____

Office use only:

_____ Policies and Conditions signed... _____ Deposit Paid..... _____ Date... _____ Staff Signature _____

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Damage Deposit Form

This form is for use for any facility reserved through the Hanover Township Recreation Center

The Hanover Township Community Center requires a \$100 damage deposit by all parties reserving municipal facilities for an event. This policy is in place to preserve and maintain the integrity of municipal property, and to continue to make municipal buildings & properties available to the public.

Deposits are made by credit card or check and are held until the event is completed, and an inspection of the room/field/gym/pavilion/bingo machine by Hanover Township staff has been made. The credit card will not be charged unless damage to the room/field/gym/pavilion/bingo machine occurs or items are taken. You will be notified in advance prior to your account being charged.

This form must be completed at the time of reservation. Questions can be directed to the Recreation Director or Rental Coordinator at HTCC.

PAYMENT INFORMATION – Please complete:

Credit Card: (circle type) MasterCard Visa

Credit Card Number: _____ Expiration Date: _____

Name on card: _____ CVV (3 digits on back): _____

Signature: _____

Date: _____