

Orwigsburg Borough
209 N Warren St
Orwigsburg, Pa 17961
570-366-3103 fax: 570-366-3106 e-mail: sherry@orwigsburg.net

Your reservation is not official until form is submitted to the Borough Office

Albright's Woods
(324 Grove Street)
Reservation Request Form

Date _____

Name of Organization/Individual _____

Address _____ Telephone Number _____

Contact Person _____ Telephone Number _____

Requested Date(s) of Reservation _____

Requested Time: (include set up time) _____ a.m./p.m. To _____ a.m./p.m.

Function _____

Will the kitchen be needed? Yes _____ No _____

Non-Profit? Yes _____ No _____

Will you be charging an entry fee? Yes _____ No _____

Are you holding this event for profit? Yes _____ No _____

Is the Group/Individual Covered by Liability Insurance? Yes _____ No _____

Amount of Insurance \$ _____

Notice: A certificate of insurance must be attached naming the Borough of Orwigsburg as the certificate holder.

Agreement with Orwigsburg Borough for Use of Borough Facilities

The undersigned, for and on behalf of the organization and activity designated above, does, in consideration for the use of Orwigsburg Borough property and/or facilities agree that the said organization/individual shall be responsible to the Borough of Orwigsburg for any damages, excess cleaning charges and/or any other property of the Borough which is destroyed or misused. The undersigned agrees to make payment in full to the Borough of Orwigsburg within thirty (30) days of receipt of an invoice for such damages or repairs. Further, the undersigned agrees to hold the Borough of Orwigsburg harmless from any liability for any personal injuries or property damages resulting from the aforementioned activities being held by the organization or individual.

Payment for scheduled events/activities is due and payable two weeks in advance of the scheduled event and is not subject to refund. The undersigned also acknowledges that they will inform the Borough **in writing** of any changes and/or cancellations.

For the Organization/Individual

For the Borough: Orwigsburg
Recreation Commission

Name (Signature)

Name (Signature)

Official Position

Official Position

Phone Number

Phone Number

For Orwigsburg Recreation Commission Use Only:

Approved _____

Not Approved _____

Albright's Woods Park Usage

Hours of Use

- Park is open daily between 10:00 a.m. and ½ hour after sunset.
- Bathroom facilities will be locked outside these hours and during the months of November through May.
- Albright's Woods will not be available for rental on any holiday weekend.

Park Rules

- Parents or guardians are responsible for children and their behavior.
- No alcoholic beverages are allowed unless specific permission is given by the Borough (insured groups).
- The Pavilion may be reserved for groups. You may do so at the Borough Office.
- The Kitchen may, for a cleanup and maintenance fee, be used for groups. See the Borough Office. (Please note that insurance is required).
- Firearms, bows and arrows, or any other weapon is inappropriate.
- All debris must be placed into the receptacles provided.
- When reserved, the pavilion and kitchen is off limits to others.

Pavilion & Kitchen Group Use

Fee for use of Albrights Woods is \$25.00 without use of the kitchen. (Effective 1/1/2012)

The kitchen may be reserved for a cleanup and maintenance fee of \$75.00. \$25.00 of that will be returned after the kitchen is inspected and found to be clean and free of damage. Please submit two (2) checks with your reservation: one for \$25.00 and one for \$50.00 made out to Orwigsburg Borough. Reservation and payment can be made at the Borough Office. Payment is due two (2) weeks before the event.

The kitchen has an electric range/oven, sinks, counters, and both work and serving tables for your use.

At the discretion of the Recreation Commission, the Pavilion may be reserved at no cost for Non-Profit Groups. Cleanup is expected to be done by the group, and will affect future rental to the same group and/or members of that group.

Renters are responsible for all persons attending their function.

Please clean up any spills on the floors or on the tables. The kitchen areas should be left as found.

SUGGESTIONS, COMMENTS, OR QUESTIONS

Your feedback is welcome. Please contact the Borough Manager at 366-3103 with your comments.

-If any difficulties should occur please contact Steve @ 570-691-5457 or the Orwigsburg Police Department @ 570-366-3101 if no answer - County Comm Center @ 570-628-3792.

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