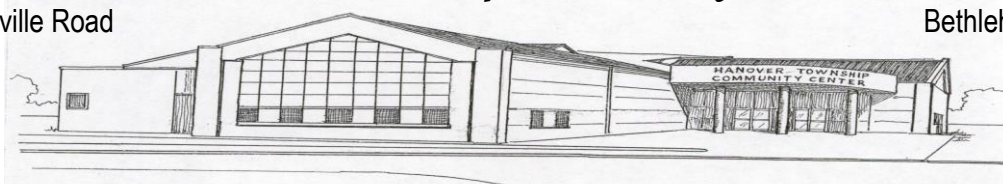


Hanover Township Community Center

3660 Jacksonville Road

Bethlehem, PA 18017



Phone: (610) 317-8701

www.hanovercommunitycenter.com reservations@hanovertwp-cc.org

fax: (610) 317-8704

Meeting Room Request Form

This is not a contract... You will be contacted shortly to discuss availability.

Contact Name: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Reservation Date: _____ Email: _____

Event Start Time: _____ AM / PM Event End Time: _____ AM / PM

Rental Size (Please check appropriate room size)*

_____ ½ Room (maximum 50 participants) \$66.00/hour

_____ Full Room (maximum 100 participants) \$94.00/hour +\$50 Breakdown fee

_____ Small Quarter Room (B & C) \$44.00/hour

_____ Lg. Quarter Room (A & D) \$55.00/hour

Function (Please check appropriate)

_____ Meeting _____ Adult Birthday Party

_____ Shower _____ Other _____

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

***Residence receive 15 % discount...proof of residency required**

Expected Attendance _____

Extras: (please check) Bingo Machine (\$40) _____ Fancy Chair (\$10) _____

Podium (\$10) Kitchen Use (\$25) _____ Table Clothes (\$2/per) _____

Notes/Special Arrangements: _____

Desired Number of Tables: _____

Desired Number of Chairs: _____

Deposit: \$ _____

Balance Due: \$ _____

Due 7 days prior to first booking

rev. 2-17

'The Heart of the Community'

Hanover Township Community Center

3660 Jacksonville Road

Bethlehem, PA 18017



Phone: (610) 317-8701

www.hanovercommunitycenter.com reservations@hanovertwp-cc.org

fax: (610) 317-8704

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: _____