



# Montgomery Township Park & Recreation

1030 Horsham Road, Montgomeryville, PA 18936

267-649-7200 • 215-855-6656 (Fax) • www.montcrc.com

recreation@montgomerytwp.org

## COMMUNITY & RECREATION CENTER RENTAL APPLICATION

Please allow at least 14 days for review and confirmation. Once your application has been approved, you will receive a copy of the approved application, confirming your reservation. Bring your copy of the approved application with you on the day of your function.

### APPLICANT'S CONTACT INFORMATION

Organization Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Event Date: \_\_\_\_\_

Start Time (including set-up): \_\_\_\_\_ End Time (including clean-up): \_\_\_\_\_

Address: \_\_\_\_\_

Member       Non-Member       Business

Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Requested Room (please select exact facility on reverse side): \_\_\_\_\_

Total Cost: \_\_\_\_\_ Deposit: \_\_\_\_\_ Amount Due: \_\_\_\_\_

Purpose/Reason for Use: \_\_\_\_\_

Number of People expected: \_\_\_\_\_ Number of Cars expected: \_\_\_\_\_

### THE APPLICANT MUST BE A MEMBER TO QUALIFY FOR MEMBER RATES

### APPLICANT'S WAIVER & RELEASE

#### Indemnification

To the fullest extent permitted by law, Applicant agrees to defend, indemnify, pay on behalf of, and save harmless Montgomery Township, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys' fees and all other connected therewith, arising out of or connected to the Applicant's use or occupancy of the premises of Montgomery Township.

#### Waiver of Subrogation

To the fullest extent permitted by law, the Applicant and its employees, officials, volunteers, agents and representatives waive any right of recovery against Montgomery Township and their elected and appointed officials, officers, volunteers, consultants, agents and employees for any and all claims, liability, loss, damage, costs or expense (including attorneys' fees) arising out of the Applicant's use or occupancy of the premises of Montgomery Township or arising out of Applicant's operations on, at or adjacent to any premises of Montgomery Township. Such waiver shall apply regardless of the cause of origin of the loss or damage, including the negligence of Montgomery Township and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Applicant shall advise its insurers of the foregoing and such waiver shall be provided under the Applicant's commercial property and liability insurance policies and the Applicant's workers compensation insurance policy, if any.

#### Damage to Property of the Applicant and its Invitees

The Applicant and its employees, officials, volunteers and agents shall be solely responsible for any loss or damage to property of the Applicant or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the Montgomery Township.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Receipt

*Please complete reverse side.*

**Required Information (Must be completed):**

- How many tables? \_\_\_\_\_ How many chairs? \_\_\_\_\_
- Is your event being catered? Y/N Will you need the Catering Kitchen? Y/N

If yes, please provide the caterers information:

Caterers name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Time of arrival: \_\_\_\_\_ Will they need the catering kitchen? Y/N

What time will they return to clean up? \_\_\_\_\_

- Will you be bringing any tents? Y/N If yes, how many? \_\_\_\_\_ What size? \_\_\_\_\_
- Any large equipment? (example, Moonbounce) Please specify: \_\_\_\_\_

**Room Requested:**

<b>Gymnasium</b>	<b>Square Feet</b>	<b>Fees</b>
<input type="checkbox"/> Full Gymnasium (1 full court)	4200	\$70/hr. member, \$95/hr. non-member, \$140/hr. business
<input type="checkbox"/> Half Court	2100	\$45/hr. member, \$65/hr. non-member, \$95/hr. business
<b>Event Rooms</b>	<b>Square Feet</b>	<b>Fees</b>
<input type="checkbox"/> Full Event Room	1900	\$70/hr. member, \$95/hr. non-member, \$140/hr. business
<input type="checkbox"/> Half Event Room	1000	\$45/hr. member, \$65/hr. non-member, \$95/hr. business
<input type="checkbox"/> Senior Lounge	1000	\$45/hr. member, \$65/hr. non-member, \$95/hr. business
<input type="checkbox"/> Youth Lounge	725	\$25/hr. member, \$45/hr. non-member, \$75/hr. business
<b>Studios</b>	<b>Square Feet</b>	<b>Fees</b>
<input type="checkbox"/> Studio 1	725	\$25/hr. member, \$45/hr. non-member, \$75/hr. business
<input type="checkbox"/> Studio 2	1000	\$45/hr. member, \$65/hr. non-member, \$95/hr. business
<input type="checkbox"/> Catering Kitchen		\$20/hr.

If requested room space is not available, please list second choice \_\_\_\_\_

**TOWNSHIP USE ONLY**

**Approve or Deny:** \_\_\_\_\_ **Date:** \_\_\_\_\_