

**WOODLAND PARK
RENTAL OF FACILITIES AGREEMENT**

This agreement is between Bradford Township, as represented by the authorized representative's signature, and the below stated organization, as represented by its authorized representative.

NAME OF ORGANIZATION _____

CONTACT PERSON _____ **PHONE NO.** _____

ADDRESS _____

Organization Representative (sign here) _____

Township Secretary/Treasurer (sign here) _____

An authorized representative of the above stated organization must sign this agreement and return it to Bradford Township, 2289 Barrett Road, Suite B, Woodland, PA 16881, with a \$20.00 reservation deposit before the rental can be scheduled. The \$20.00 reservation deposit is deducted from your total amount due. A signed copy will be returned to you. Rental cancellations not made 72 hours prior to rental will be charged a pro-rated rental fee or will forfeit deposit. In case of bad weather or other unforeseen circumstances, the Bradford Township Board of Supervisors will decide if any pre-paid fees will be returned. If you have any questions you can contact Karen Fulmer at the Bradford Township Office at 814-857-7283 or by email at bradtwp@atlanticbbs.net. Office hours are Monday thru Thursday from 6:00 am until 4:00 pm. The Rental Organization will be held responsible for any damages that may occur during the time the rental is scheduled and will be billed for all expenses incurred. The signature of an organization representative releases Bradford Township of all liability for injuries that may occur during this rental period.

A \$ 20.00 deposit is required before the rental date will be reserved. This is different than the clean-up fee but is part of the total amount due. The deposit must accompany the returned copy of the rental agreement. The remaining rental fee must be paid in full one month before the rental date along with the \$20 clean-up fee. The \$20 clean-up fee will be refunded after the rental provided all garbage is cleaned up and put in the dumpster and tables are returned to their original locations. Please DO NOT use staples in the picnic tables or pavilions to hold things down. If staples are found after the rental the clean-up fee will not be refunded. If you bring bread crates PLEASE take them with you. DO NOT leave in the kitchen to be disposed of.

Make checks payable to the "Bradford Township"

SCHEDULED DAY _____ **SCHEDULED TIMES** _____

RENTAL AREA(S) (please circle areas to be rented)

KITCHEN & PAVILION #1 - \$75.00

PAVILION #1 ONLY - \$50.00 or PAVILION #2 (at ball field) - \$25.00

SELF-CONTAINED TRAVEL TRAILER GROUP RENTAL AT \$5.00/TRAILER/NIGHT

TO BE COMPLETED BY PARK AND RECREATION

Rental fee due	\$ _____		
Clean-up fee due	\$ _____		
Total Amount due	\$ _____	Date Paid _____	
Less Deposit	\$ _____	Date Paid _____	Date clean-up fee returned _____
Balance Due	\$ _____	Date Paid _____	

PLEASE RETURN SIGNED AGREEMENT WITH DEPOSIT