

BOARD OF SUPERVISORS

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> 570-646-1212 Fax: 570-646-9025 www.tobyhannatownship.org

105 GOVERNMENT CENTER WAY, POCONO PINES, PA 18350

2016 Main Lodge Rentals - May 1, 2016 to October 10, 2016

Friday, Saturday, Sunday and Holidays

Rental Fee

\$275.00 per day

Security Deposit

\$150.00 *(refundable)

Total

\$425.00

Payment can be made in full or accepted in the following manner:

Reservation Fee

\$175.00 Cash/Check/Credit pymt. due w/Reservation Form

Balance Rental Fee

\$100.00 \ due no less than 30 days

Security Deposit

\$150.00 \int \text{ prior to event date}

\$425.00

Monday (non-holidays) through Thursday

Rental Fee

\$75.00 per day

Security Deposit

\$150.00 *(refundable)

Total

\$225.00

Payment can be made in full or accepted in the following manner:

Reservation Fee

\$50.00 Cash/Check/Credit pymt. due w/Reservation Form

Balance Rental Fee

\$25.00 due no less than 30 days

Security Deposit

\$150.00 prior to event date

\$225.00

We accept cash or checks payable to Tobyhanna Township You can also use a credit card (a transaction fee will apply)

^{*}Security Deposit is refundable provided you comply with all regulations outlined on the attached notice, the security deposit of \$150.00 will be mailed to you approximately 2 to 3 weeks after your event.

TOWNSHIP OF TOBYHANNA MAIN LODGE REQUEST FORM

Name/Organization		
ntact Person Phone Number		
Mailing Address		
Name of Township Resident (If Property Tax Number	different than applicant)	
Date Requested	Time: FromTo	(Between 8:00 AM to 11:00 PM only)
Number of People Fu	nction	
Rent	\$	
Security Deposit	\$ <u>150.00</u>	
Sub Total	\$	
Less Reservation Fee Paid	\$ (\$175 per/weekend	l day or \$50 per/weekday)
Balance Due	\$ (to Twp. no less th	an 30 days prior to reservation)
 prior to your reservation. Far being terminated and the fact deposit. The Township is not responsible. The Township's facilities as personal items by 11:00 PM dumpster behind the lodge. Cancellations must be submotice is received less than the 	ilure to submit the fees in a timely ility being rented to another applic sible for lost or stolen items. The to be kept neat. The building an NO EXCEPTIONS! The trash You are responsible to leave the facilitied to the Township in writing an intry (30) days prior to the function	cility in the condition you found it. and are subject to a \$25 processing fee. If a, we will make every attempt to re-rent
lodge, we will not refund ye	our reservation fee.	ill be refunded. If we fail to re-rent the
DO NO	T WRITE BELOW THIS LINE For	Township Use Only
Approved Denied	Township Secretary	Date
Deposit Submitted \$	Check/Cash/Credit#	Date
Deposit Submitted by:		
Balance Submitted \$	Check/Cash/Credit#	Date

NOTICE TO TOBYHANNA TOWNSHIP RESIDENTS USING THE MAIN LODGE

- Keys must be picked up from the Township Office between 8:00 AM and 4:30 PM on Friday prior to your weekend rental date. Midweek rentals can be picked up during regular Township business hours.
- Access through the gate should only be utilized to drop off supplies for your event and to accommodate elderly and/or handicapped guests. All other guests must park in the Main parking lot and not in Blanche D. Price Park. Please use extreme caution when driving through the park as there are children in the park area.
- This Facility and all properties owned by Tobyhanna Township are tobacco free and alcohol free.
- Use the cart provided to move stacked chairs; **DO NOT DRAG** chairs across the floor, as it may scratch or gouge the floor and result in loss of your security deposit.
- Trash bags, paper towels, toilet paper and hand soap are supplied by the Township.
- A mop and bucket are in the closet, if you need to use them.
- Wipe down tables before putting them away.
- Remove all directional signs and balloons that you may have put up to alert your guests to the party site.
- Remove all decorations, lights and all your belongings before returning the key.
- Place all garbage in dumpster behind the Lodge. The building and porch must be clean of trash and personal items by 11:00 PM. You are responsible to leave the facility in the condition you found it.
- A set of horseshoes are available, upon request. These are the property of Tobyhanna Township. Please return horseshoes to the kitchen area of the lodge after use.
- Upon your departure, please return the keys in the drop box located just outside the Township office door.

Failure to comply with these regulations may result in all or some of your deposit not being refunded.

Additional fees may be charged to the Township Resident for damage to the building, damage	ge to
building contents, and/or loss of the keys, if total costs exceed the security deposit.	

Township Resident	Date