



BOARD OF SUPERVISORS
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105 GOVERNMENT CENTER WAY, POCONO PINES, PA 18350

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

2017 Main Lodge Rentals - May 1, 2017 to October 9, 2017

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	
Total	\$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	
Total	\$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 _____

Contact Person _____ Phone Number _____

Mailing Address _____

Name of Township Resident (If different than applicant) _____

Property Tax Number _____

Date Requested _____ Time: From _____ To _____ (Between 8:00 AM to 11:00 PM only)

Number of People _____ Function _____

Rent \$ _____

Security Deposit \$ 150.00

Sub Total \$ _____

Less Reservation Fee Paid \$ _____ (\$175 per/weekend day or \$50 per/weekday)

Balance Due \$ _____ (to Twp. no less than 30 days prior to reservation)

Applicant's Signature _____

Date _____

- The rental fee and security deposit are to be received by the Township no later than thirty (30) days prior to your reservation. Failure to submit the fees in a timely manner may result in your reservation being terminated and the facility being rented to another applicant and/or forfeiture of your reservation deposit.
- The Township is not responsible for lost or stolen items.
- The Township's facilities are to be kept neat. The building and porch area must be clean of trash and personal items by 11:00 PM. **NO EXCEPTIONS!** The trash is to be bagged and placed in the dumpster behind the lodge. You are responsible to leave the facility in the condition you found it.
- Cancellations must be submitted to the Township in writing and are subject to a \$25 processing fee. If notice is received less than thirty (30) days prior to the function, we will make every attempt to re-rent the facility. If we are able to re-rent the facility, the balance will be refunded. **If we fail to re-rent the lodge, we will not refund your reservation fee.**

***DO NOT 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 to building contents, and/or loss of the keys, if total costs exceed the security deposit.

Township Resident

Date