

CROSS CREEK TOWNSHIP – CEDAR GROVE PARK

RESERVATION REQUEST

Date of Application _____

Name of Applicant _____ Resident Non-Resident

Organization _____

Address _____

Telephone _____ Email: _____

Purpose of Request _____

Estimated Attendance # _____

Date(s) and Times _____

Please read the Rules & Policies, the Alcohol Policy, and the Reservation Policy and sign where necessary.

All permits are subject to cancellation in the event of township-related business.

FEES:

Residents	\$150
Business or non-residents	\$250
Security Deposit	\$200 (See Rules & Policies)
Alcohol	\$75
Weekdays	half price

Please complete this form and return to the Municipal Office no later than 2 (two) weeks after reservation is made.

Signature _____

Township Approval _____ *Date* _____ *Fee \$* _____

CROSS CREEK TOWNSHIP – CEDAR GROVE PARK

ALCOHOL POLICY

1. **APPLICABILITY:** This policy applies to all Cross Creek Township properties/facilities that have been designated as rentable facilities and which permit the consumption and dispensing of alcohol at said facility. If any Commonwealth of Pennsylvania or Pennsylvania Liquor Control Board laws, rules or regulations conflict with any part of this policy, the laws, rules and regulations of the Commonwealth of Pennsylvania shall prevail.
2. **AUTHORITY:** Cross Creek Township, Washington, Pennsylvania has the absolute authority to enact and enforce this policy by virtue of the enabling powers granted to it under the Second Class Township Code of the Commonwealth of Pennsylvania.
3. **DEFINITIONS:** As used in this policy:
 - a) Cross Creek Township properties/facilities shall mean: All buildings and their premises owned by or leased to the Cross Creek Township.
 - b) Applicant/Contact Person shall mean: The person or entity who has applied for use of a facility, including alcohol use request form, paid in full for the facility rental.
 - c) PLCB shall mean: Pennsylvania Liquor Control Board.
4. **GENERAL POLICY**
 - a) Alcoholic beverages or their consumption shall be limited to wine and/or beer. Hard alcohol is not permitted.
 - b) The only use of alcoholic beverages permitted by Cross Creek Township, are those activities for which a reservation has been accepted and approved for alcohol use. (See Section 5 – “Requirements for Alcohol Use.”)
 - c) In the Commonwealth of Pennsylvania, it is illegal for those under the age of 21 to possess or consume alcoholic beverages. It is illegal to provide alcoholic beverages to anyone under 21 or to anyone (regardless of age) who is visibly intoxicated.
5. **REQUIREMENTS FOR ALCOHOL USE:**

The Applicant/Contact Person is required to submit all of the following to the Cross Creek Township at least 30 Days prior to the date of your reservation:

 - a) A signed Park Reservation Request, along with all fees & deposits and the Rules & Policy Form.
 - b) A signed Alcohol Use Request Form including the Hold Harmless Clause.
 - c) Cross Creek Township prohibits the sale of alcohol without proper PLCB licensure. If an Applicant/Contact Person requests the sale of alcohol at an event, a permit or approval from the PLCB must be obtained prior to the approval of the Alcohol Service Permit.

ONE-DAY ALCOHOL USE REQUEST FORM

Applicant/Contact Person: _____ Organization _____

Date of Event: _____ Beverages to be served: ___ Beer ___ Wine

(No hard alcohol permitted)

Acceptance of Legal Responsibility by the Applicant/Contact Person:

I understand that liability related to the service and/or sale of alcoholic beverages is not covered by Cross Creek Township's liability insurance policy. I further understand that under the laws of the Commonwealth of Pennsylvania, severe liability may result from the service and/or sale of alcoholic beverages. I agree, by signing this use request, to accept any and all liability resulting from the service and/or sale of alcoholic beverages during my event at any Cross Creek Township facility or park. I further agree to hold harmless Cross Creek Township from any and all claims resulting from the service and/or sale of alcoholic beverages during this event.

I understand and agree, by signing this use request, to familiarize myself and to comply with all Pennsylvania laws and the regulations of the PLCB and Cross Creek Township's Alcohol Policy relating to the sale and/or service of alcoholic beverages in a Cross Creek Township facility or park.

Applicant/Contact Person Signature

Date

***Office Use Only*

_____ Approved _____ Denied Date: _____

Reason for Denial: _____

Authorizing Signature: _____

Title: _____

CROSS CREEK TOWNSHIP – CEDAR GROVE PARK

RESERVATION POLICY

1. PARK PICNIC OPTIONS - Dawn until 11:00P.M.
2. PAYMENT OPTIONS - by cash, check, credit card or money order. To pay with a credit card, you may do so at www.crosscreektwp.org or at Municipal Office. There is a \$25.00 fee for any check returned by the bank as “unpaid”.
3. SECURITY DEPOSIT - of \$200.00 is required to reserve the pavilion. Full payment is due at the time of reservation.
4. REFUNDS - Cross Creek Township will send a “refund check” for the Security Deposit if there is no problem with the rental. You should receive your refund within a few weeks of being processed. There are NO refunds for bad weather.
5. CANCELLATIONS – If you decide to cancel your reservation, you must call the Municipal Office, at least one (1) month before your rental, in order to receive a full refund of your Security deposit. No refunds will be given for cancellations made later than 48 hours before the scheduled date.
6. ALCOHOL PERMITS – To purchase an alcohol permit, you must complete an application form at least 30 days before your picnic. The person who purchases the permit must be at least 21 years old, and take full responsibility that participants adhere to State and local laws with regard to the consumption of alcohol. Fee is \$75, and I.D. is required.
7. PROBLEMS DURING RENTAL – We want your event to be an enjoyable one. If a situation occurs that interferes with your visit, please call 724-587-3442 or _____.
8. OPENING & CLOSING BUILDINGS - The doors will be unlocked at 9:00a.m. by Municipal Staff. Deposits may not be refunded if you stay at the pavilion past 11.00p.m.
9. LITTER – Please use the provided garbage cans. Try NOT to remove the trash bags from the cans for concern of leaks or animals spreading the trash. We will provide additional garbage can liners.
10. DAMAGE – If any damage should occur during your use of the pavilion, your group will be held responsible. PLEASE ASK YOUR GUESTS TO OBSERVE THE PARK RULES. The park is monitored by security cameras. Please report damage or abnormal conditions to the Municipal Office prior to your usage.
11. FUNDRAISERS – Are permitted for those who rent a pavilion.
12. POLITICAL GROUP – No political group will be given a building to use “FREE OF CHARGE”.
13. FEES FOR PAVILION – Everyone must pay full price for weekend rentals, that is, Friday, Saturday or Sunday, as well as Holidays. Fees are reduced by one half during the week, that is, Monday, Tuesday, Wednesday or Thursday (plus, the Security Deposit)
14. SIGNS - only “Yard Signs” that are set in the ground are permitted. Signs are not permitted on trees. Renters are responsible for removal of all signs

15. DECORATING PAVILIONS – Please use tape to fasten table coverings and decorations that are removable. No Staples, thumbtacks, nails, screws permitted. Renter responsible for removal of decorations.
16. MUSIC – If the music is kept at a reasonable level and is not a problem for other visitors to the park, it will be permitted.
17. FIRES – NO open fires are permitted in the Park.
18. LOST, STOLEN OR FORGOTTEN ITEMS – the Township is not responsible for.
19. PLEASE FOLLOW THESE PARK RULES:
 - A) Clean up messy spills and food. Unusual cleanup is not acceptable.
 - B) Keep trash bags in cans to prevent, further mess.
 - C) Do not put trash bags on floors in the kitchen or restrooms, slippery floors could result.
 - D) Inflatables like moon walk bouncer, slides, etc. require an additional \$20 for extra electricity.
 - E) Do not place too many items on one outlet to avoid power outage.
 - F) Do not stay at the pavilion past 11:00 p.m. closing time.
 - G) Use Tape, not staples or nails to decorate, and remove decoration before leaving.
 - H) Water balloons are not permitted.
 - I) Check restrooms and make sure toilets are flushed.
 - J) Do NOT move picnic tables unless expressed consent has been granted.
 - K) Do NOT stand on picnic tables or kitchen counter tops.
 - L) Keep music at a reasonable level that does not disturb other visitors or neighbors.

Failure to follow these rules could result in loss of your Security Deposit.

We hope you enjoy your visit to the Cross Creek Township Cedar Grove Park!

Thank you.

**CROSS CREEK TOWNSHIP - CEDAR GROVE PARK
RULES & POLICIES**

With my signature, I agree that I have been informed that my Security Deposit MAY NOT BE REFUNDED TO ME if these rules are not followed:

- A) Clean up messy spills and food. Unusual cleanup is not acceptable.
- B) Keep trash bags in cans to prevent, further mess.
- C) Do not put trash bags on floors in the kitchen or restrooms, slippery floors could result.
- D) Inflatables like moon walk bouncer, slides, etc. require an additional \$20 for extra electricity.
- E) Do not place too many items on one outlet to avoid power outage.
- F) Do not stay at the pavilion past 11:00 p.m. closing time.
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- I) Check restrooms and make sure toilets are flushed.
- J) Do NOT move picnic tables unless expressed consent has been granted.
- K) Do NOT stand on picnic tables or kitchen counter tops.
- L) Keep music at a reasonable level that does not disturb other visitors or neighbors.

Signature _____ Date _____

(Please sign and return this form)