



ACTIVITY CENTER APPLICATION FORM

Return completed form to: 425 Wells Road, Doylestown PA 18901

Phone: 215-348-9915 • Fax: 215-348-8729

Email: info@doylestownpa.org

Please answer all questions in gray highlighted areas; you may note alternate acceptable dates on this form. Return completed form and payment to address above.

EVENT ORGANIZER INFORMATION:

Group or Organization:	
Contact Person:	
Best Phone # to reach you:	
E-mail Address:	
Mailing Address:	
Town/State/ZIP:	

HOW THIS RESERVATION SHOULD BE POSTED?

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ANTICIPATED ATTENDANCE: NOTE: Room is available for use until 10:00 pm.

#	DAY	DATE	ACTIVITY STARTING TIME	ACTIVITY ENDING TIME	ARRIVING TO SET-UP	ROOM SET-UP REQUESTED (see OPTIONS)	Is event open to non- Twp. residents?	Will participants be charged a fee?	Twp. Use Only
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OPTIONS: Check choice for room set up as defined below (set up is only available M-F, 8:30 am - 3 pm):

STYLE	DESCRIPTION	Set Up Fee
Self Set Up and /Break Down	Renting party is responsible for set up and breakdown of tables/chairs	N/C
OPEN FLOOR	Empty room... no access to tables/chairs required	N/C
LECTURE	chairs-only in rows, facing front	\$25
CLASSROOM	rectangular tables; chairs on one side facing instructor area at front	\$25
MEETING	rectangular tables set conference style in one of the following three (3) setups	\$25
	(a) U-shape	
	(b) Open Center Square/Rectangle	
	(c) Closed Center Square/Rectangle	

SPECIAL REQUESTS (Describe any special set-up or special accommodations you are requesting):

COMMUNITY USE of DOYLESTOWN TOWNSHIP ACTIVITY CENTER - PAGE 2

AV EQUIPMENT (X all that apply):

Screen *	Lectern (no microphone) *	Easel / Display Mount *
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- Use of these items requires special arrangements through DTWP and includes a user fee.
- AV equipment is placed in your reserved space based on your requests indicated above.
- Groups/Speakers must arrange for their own LCD projectors, laptops, etc.

FOOD SERVICE & HOSPITALITY (X all that apply):

<input type="checkbox"/> NO FOOD will be provided at this event
<input type="checkbox"/> YES! FOOD will be provided at this event
<input type="checkbox"/> PERMIT HOLDER will provide all set-up, food service and clean-up.
<input type="checkbox"/> CATERER will provide all set-up, food service and clean-up.

Event sponsors are required to provide their own food supplies, paper and plastics products, table covers, serving utensils, small appliances etc. Items stored in open cabinets and drawers are not for public use. These are township supplies.

KITCHEN ACCESS REQUESTED (\$25) • If requesting approval for use (X all that apply):

<input type="checkbox"/> serving counter	<input type="checkbox"/> serving window (open)	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Oven/Microwave
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- Use of the kitchen requires special arrangements through DTWP and will include a user fee.
- All supplies (paper products, plastic, serving pieces, etc.) are DTWP property and not available for public use

RENTER RESPONSIBILITIES:

Please read and initial the following:

	The Permit Holder is responsible for food set-up and/or interfacing with the caterer/food service provider.
	Nothing may be hung /attached to the walls in any fashion. This will result in immediate forfeiture of security deposit.
	The Permit Holder is responsible for cleaning up all areas used for food service including clearing tables and counters, picking up debris from floor and bagging & sealing trash.
	The Permit Holder is responsible for returning rooms to the same order and cleanliness in which rooms were found.
	Failure to comply will result in additional fees and/or forfeiture of deposit.

Office Use Only

Date Received:	Rental Fee: \$79 (first 4 hours) / \$15 each add'l hour	\$ _____
Date approved:	Kitchen Use: \$25 (first 4 hours)/ \$10 each add'l hour	\$ _____
Permit Issued:	Sub Total	\$ _____
Insurance Cert.: <input type="checkbox"/> req. <input type="checkbox"/> not req.	Security/Key Deposit: \$100 (separate check)	\$ 100.00
	Total Due	\$ _____