



COMMISSIONERS' MEETING ROOM RESERVATION REQUEST FORM

INSTRUCTIONS: to reserve the Commissioners' Meeting Room, please first call (717) 569-6408 ext. 1108, to determine room availability. Priority for the room is given (in order) to Township associated business and meeting activities, Township citizens and Non-Profit Groups, and other external groups.

BILLING: This reservation form must be completed and returned at least seven (7) days prior to the requested use. Payment accompanying the reservation form is required in advance of any single meeting event or any regularly scheduled monthly or weekly reservations. The room is not held and reserved until the reservations form and all payments are received. Please make checks payable to Manheim Township. An invoice will be issued upon signing the contract and reservation form.

FOOD & CATERING: Food shall be limited to beverages and light fruit or food tray service only. Every group is responsible for its own food arrangements. The Township will not be responsible for organizing the set up or pick up time for your catering.

CANCELLATION POLICY: We require a cancellation notice of 24 hours in advance. The Township is not responsible for cancelling any catering orders.

REQUESTOR:

Individual/Organization Name: _____

C/O Individual/President/Authorized Representative Name: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Telephone/Cell Phone Number: _____

E-Mail Address: _____

Reservation Dates Requested: (List: Day of Week/Total Hours/After Hours? Y/N) (Attach additional info if necessary.)

1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

Will your meeting event(s) include beverage and/or food service? _____

Vender Name and Contact Information: _____

THIS AGREEMENT is made between Manheim Township (Township) this _____ day of _____ 20____ and the below listed Individual/Business or Non-Profit Organization (User):

(Individual/Business or Non-Profit Organization Name) (Individual/President/ Authorized Representative Name in Charge)

The purpose of this agreement is to set forth the terms and conditions under which Manheim Township may enter into this contract with User to provide conference room services. Please read and initial the following terms and conditions to indicate that you understand and will comply with this agreement (initial spaces provided below):

_____ I will be responsible for reading all room rental policies and procedures herein.

_____ I understand that alcoholic beverages and/or drugs are **PROHIBITED** on the premises; I understand and will abide by the "smoke free" policy in the building and understand that smoking is **PROHIBITED** in the building.

_____ I will pay all required user fees for the room prior to the event or first event (for multiple reservations) and agree to pay all supplemental charges, if incurred. A second invoice may be provided by Manheim Township. The Township reserves the right to release any reservation if payment from User has not been received on or prior to the event date.

_____ I agree to be present when any food service setup is arranged and will make sure catering services pick up on time after the event; I agree to notify the Township of any catering arrangements when finalized, if applicable.

_____ I will notify Manheim Township of any catering arrangement in advance; I agree to keep the facilities in good condition and will be cautious when serving refreshments and light food. If an accident does occur, I agree to notify the Township as soon as possible so that proper clean up can be made.

_____ I understand that meetings will be permitted during the day, Monday through Friday, from 8 AM to 5 PM, and during evening hours, and that separate meeting rates for day and after-hours shall apply.

_____ If issued a building key (e.g. for after-hours use), I agree to lock the Township Building at the conclusion of the meeting session and immediately return the key to the Manheim Township Police Department.

_____ I understand that the meeting room is not available during Township observed holidays; I understand that if the Township must close the Administrative Building and offices and cancel daytime use of the meeting room due to inclement weather, I will be contacted. I may also find cancellation notices on the Township's website and/or WGAL. .

_____ I understand and agree that I will assume all responsibility for damage or liability of any kind arising out of, or by reason of, the use of the Commissioners' Meeting Room; I agree that any loss or damage to the Township property will be charged and invoiced back to the responsible party for full reimbursement to the Township. Manheim Township reserves the right to request proof of liability insurance with the Township named as additional insured prior to the event date.

_____ I understand and agree to indemnify, defend and hold harmless Manheim Township, its officers, agents and employees for any and all liability, claim, loss, expenses or cost of obligations on account of or arising out of any injury, death or damage to persons or to property from whatever cause where such injury, death or damage is connected with the event and/or use of the meeting room.

And Manheim Township agrees to:

- 1) Reimburse any payments if the event or function is cancelled within 24 hours of the date of the event.
- 2) Provide food service, if requested, from the Recreation Department. Food service is available separately through the Township Recreation Department's Concession Manager. (Call 717-290-7180 for more information.)
- 3) Suspend or terminate the function in the event of non-compliance of posted seating/room capacities in compliance with building safety rules.

On behalf of myself, or the named organization above, I agree to abide by the policies of Manheim Township regarding the use of the facilities. I have read and understand all policies regarding fees and cancellations and other items.

Signature (Individual/President/Authorized Representative)

Date

Print Name