



DERRY TOWNSHIP COMMUNITY CENTER

EVENT/CLASSROOM REQUEST FORM

Requests must be made at least two weeks in advance!

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

EVENT: _____

DATE: _____

ALTERNATE DATE: _____

EVENT TIME: _____

NUMBER OF PARTICIPANTS: _____

Fill out form and email to parkshelpdesk@derrytownship.org

50% Non-Refundable Deposit Required to Schedule.

Checks payable to "Derry Township"

Township of Derry
 Department of Parks and Recreation
 605 Cocoa Avenue
 Hershey, PA 17033
 (717) 533-7138

Requests are not guaranteed until a contract is generated and signed by both parties and payment is made in full.

EVENT PACKAGES:	MONDAY - FRIDAY	SATURDAY	SUNDAY
Classroom 1, 2 or Flexroom (per room) Res: \$50 NRes: \$65 (per hour)	4:00pm – 8:00pm	*Call for Specific Availability	*Call for Specific Availability
Event Room 1, 2, 3 (per section) Res: \$80 NRes: \$100 (per hour)	4:00pm – 8:00pm	*Call for Specific Availability	*Call for Specific Availability
Entire Event Room (1,2,3 w/Outside Patio) Res: \$1,000 NRes: \$1,200 (4 hours)	4:00pm-8:00pm	*Call for Specific Availability	*Call for Specific Availability
Multi-Purpose/Party Room Res: \$50 NRes: \$65 (per hour)	8:00am-5:00pm	X	X

NOTES:

**See Reverse for Facility Guidelines prior to submitting request.*

Scan To: parkshelpdesk@derrytownship.org



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FACILITY GUIDELINES (Event Space)

Accommodations:

- (6) 30''x60'' Rectangular Tables
- (22) 60'' Round Tables
- (176) Chairs

Special Requests:

(All delivery items must be dropped off and picked up within the facility rental time frame.)

- Table linens, flatware, dishes, glasses, etc. are not provided by the Derry Township Community Center.
- Kitchen can be reserved for additional cost
- Food Service must be provided by a pre-approved certified caterer with a certificate of liability insurance stating the Township of Derry as an additional insured.
- Entertainment/Music vendors must supply a certificate of liability insurance stating the Township of Derry as an additional insured.
- The Derry Township Community Center does not guarantee the ability to accommodate IT access requests – equipment is not supplied.

Prohibited Items:

- Decorations may not be affixed to any portion of the building.
- Signs must be approved in advance by the Derry Township Community Center and removed at the end of the event.
- Only battery-operated candles are permitted.
- Glitter is not permitted.
- Bubbles are not permitted inside the building.
- Sparklers and fireworks are not permitted.
- The Derry Township Community Center is a smoke-free property.