



DERRY TOWNSHIP COMMUNITY CENTER EVENT REQUEST FORM

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

EVENT: _____

DATE: _____

ALTERNATE DATE: _____

Event Package/Time: _____

Fill Out Form and Email to parkshelpdesk@derrytownship.org

50% Non-Refundable Deposit Required to Schedule.

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.

Requests must be made two weeks in advance

| EVENT PACKAGES: | MONDAY - FRIDAY | SATURDAY | SUNDAY |
|--|-----------------|---------------------------------|---------------------------------|
| Classroom 1, 2 or Flexroom (per room) Res: \$45 NRes: \$55 (per hour) | 4:00pm – 8:00pm | *Call for Specific Availability | *Call for Specific Availability |
| Event Room 1, 2, 3 (per section) Res: \$75 NRes: \$95 (per hour) | 4:00pm – 8:00pm | *Call for Specific Availability | *Call for Specific Availability |
| Entire Event Room (1,2,3 w/Outside Patio) Res: \$800 NRes: \$1,000 (4 hours) | 4:00pm-8:00pm | 9:00am-1:00pm 2:00pm-6:00pm | 9:00am-1:00pm 2:00pm-6:00pm |
| Multi-Purpose/Party Room Res: \$45 NRes: \$55 (per hour) | 8:00am-5:00pm | X | X |

NOTES:

*See Reverse for Facility Guidelines prior to submitting request.

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Scan To: parkshelpdesk@derrytownship.org



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FACILITY GUIDELINES

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 Hershey Community Center.
- Food Service must be provided by a pre-approved certified caterer with certificate of liability insurance stating the Township of Derry as an additional insured.
- Alcohol is permitted if provided by a pre-approved RAMP certified PLCB vendor with certificate of liability insurance stating the Township of Derry as an additional insured.
- Entertainment/Music vendors must supply certificate of liability insurance stating the Township of Derry as an additional insured.
- The Hershey Community Center does not guarantee 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 Hershey 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 Hershey Community Center is a smoke-free property.