COVINGTON TOWNSHIP PAVILION AGREEMENT

20 Moffat Drive, Covington Township, PA 18444 (570) 906-1484

This agreement, made this _____ day of _____, 20____ by and between the Township of Covington, Lackawanna County, PA and _____ is for the rental and use of the pavilion on the Moffat Estate.

_____ _____ _____

(Date of rental & type of event) (Beginning time) (Ending time)

Rules for renting the pavilion:

1. NO smoking or use of alcoholic beverages is permitted on the Moffat Estate.
2. Normal cleanup of the pavilion, kitchen and surrounding area is expected. The kitchen must be cleaned and cleared of all food, waste and debris. Litter and garbage must be removed from the pavilion into the supplied dumpster.
3. If picnic tables are removed from the pavilion, they must be returned to their original location. You must supply any tables and chairs other than the picnic tables already at the pavilion location.
4. Be considerate of area residents with excessive noise/music. Should the party be asked more than once to lower the volume, the party will be terminated, and you will be escorted from the Moffat Estate.
5. No abuse of the surrounding land or destruction of the property will be tolerated.
6. No ATV or off-road vehicles are permitted on the Moffat Estate.
7. Pets are permitted if they are on a leash, but they must be kept outdoors.
8. Vehicles may be parked temporarily at the kitchen for unloading and loading. At all other times vehicles must be parked in the designated parking areas. No parking is permitted on the grass or along the road adjacent to the pavilion.
9. YOU MUST BRING YOUR OWN SUPPLIES TO ACCOMMODATE THE NEEDS OF YOUR FUNCTION.
10. ABSOLUTELY NO outside heat sources permitted, i.e. space heaters, propane heaters, etc.
11. ABSOLUTELY NO tape, tacks, staples, etc. Tabletop decorations ONLY.
12. You must confirm the availability for the date of your event by calling 570-906-1484
13. FULL PAYMENT must be received in order to reserve your requested date. NO exceptions.

Pavilion rental fees: Make checks payable to *Covington Township*

1. Mandatory security deposit of $250.00 $_____
2. Rental: $300.00 for 4 hours $_____
   (This includes the time you need to set up prior to the event & clean up afterwards)
3. $75.00 per additional hour $_____

TOTAL RENTAL FEE: $_____

By signing below, you agree that you are the responsible person to be contacted if there are any problems caused by your function at the pavilion, not only during the function, but for any problems which are caused by your function, after the function is over. NOTE: If this agreement is not followed, cleanup not satisfactory or property damage is found, the township reserves the right to keep the security deposit.

_____

(Printed Name) (Phone Number)

_____

(Address)

_____

(Signature) (E-mail Address)

Approved by Covington Township: _____

Date: _____

Revised: March 2024