



**TOWNSHIP OF WHITEHALL
BUREAU OF RECREATION
3219 MACARTHUR ROAD, WHITEHALL, PA 18052
PORTABLE STAGE RESERVATION REQUEST**

Place:			
Exact Location of Set-Up:			
Set-Up Needed before Event:	(Actual Start of Event):	Time (End of Event):	Time (Tear-Down after):
Date Needed:			

Name of Applicant:			
Address:			
	City:	State:	Zip Code:
Telephone:	Business:	Residence:	
E-mail Address:			

Name of Responsible Party:			
Address:			
	City:	State:	Zip Code:
Telephone:	Business:	Residence:	
E-mail Address:			

Event Title:			
Number of People on Stage:	Purpose:		
Remarks:			

Insurance Information (Note: \$1,000,000 Minimum – The Township of Whitehall MUST be named as Additional Insured)			
Public Liability Co.:		Property Liability Co.:	
Certificate of Insurance must be provided by the Applicant within ten (10) days of the scheduled use or the delivery of the stage, whichever first occurs. Renter shall provide Township with Certificate of Insurance showing that the required coverages are in effect and name the Township as an Additional Insured and Loss Payee.			

Signature of Applicant:		Date:	
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***** THE ROOF CAN NOT BE EXTENDED IN OVER 25 MPH WINDS *****

The Bureau of Parks reserves the right to:

1. Schedule Township-Sponsored events for first priority
2. Cancel dates/events due to inclement weather
3. Refuse to place trailer where safety hazards exist

- For Office Use Only -			
Total Rental Fee: \$400.00 (\$100.00 Deposit Due w/application):			
Approved by:		Date:	