

Albright's Woods Park Rental

Address and Hours of Use

- Location: 324 Grove St, Orwigsburg, Pa 17961
- Park is open daily between 10:00 a.m. and ½ hour after sunset.
- Bathroom facilities will be locked outside these hours and during the months of Mid-October through mid-April.
- Albright's Woods will not be available for rental on any holiday weekend.

Park Rules

- Parents or guardians are responsible for children and their behavior.
- No alcoholic beverages are allowed unless specific permission is given by the Borough (insured groups).
- The Pavilion may be reserved for groups. You may do so at the Borough Office.
- The Kitchen may, for a cleanup and maintenance fee, be used for groups. See the Borough Office. (Please note that insurance is required).
- Firearms, bows and arrows, or any other weapon are NOT permitted on the property.
- All debris must be placed into the receptacles provided.
- The Borough does not supply charcoal for the grills.
- When reserved, the pavilion and kitchen are off limits to others.

Pavilion & Kitchen Group Use

Reservation of Albrights Woods Pavilion is \$25.00 without use of the kitchen.

Note: as of January 2025, \$25.00 deposit is non-refundable.

Reservation of the Kitchen is an additional (*non-refundable*) fee of \$50.00.

Reservation and payment can be made at or mailed to the Borough Office. Accepted forms of payment: Cash, Check, or Money Order made payable to "Orwigsburg Borough"

Application and payment are due to reserve a date. Certificate of Insurance must be submitted with application or afterwards but no later than two (2) weeks prior to the event to avoid any cancellations.

The kitchen has an electric range/oven, sinks, counters, and both work and serving tables for your use.

At the discretion of the Borough and with presentation of a 501c3 form, the Pavilion may be reserved at no cost for Non-Profit Groups. Cleanup is expected to be done by the group and will affect future rental to the same group and/or members of that group.

Renters are responsible for all people attending their function.

Please clean up any spills on the floors or on the tables. Leave coal in grills if used. The kitchen areas should be left as found.

ISSUES: Please contact Steve @ 570-691-5457 or the Orwigsburg Police Department @ 570-366-3101 if no answer - County Comm. Center @ 570-628-3792.

Your feedback is welcomed. Please contact the Borough @ (570) 366-3103 with your comments.

Your reservation is not official until form is submitted to the Borough Office

**Orwigsburg Borough
333 S Liberty St
Orwigsburg, Pa 17961
570-366-3103**

e-mail: secretary@orwigsburg.gov

**Albright's Woods
(324 Grove Street)
Reservation Request Form**

Date _____

Name of Organization/Individual _____

Address _____ Telephone Number _____

Contact Person _____ Telephone Number _____

Requested Date(s) of Reservation _____

Requested Time: (include set up time) _____ a.m./p.m. To _____ a.m./p.m.

Function _____

Yes _____ No _____ Will the kitchen be needed?

Yes _____ No _____ Non-Profit?

Yes _____ No _____ Will you be charging an entry fee?

Yes _____ No _____ Are you holding this event for profit?

Yes _____ No _____ Is the Group/Individual Covered by Liability Insurance?

Amount of Insurance \$ _____

Notice: A certificate of insurance must be attached naming the Borough of Orwigsburg as the certificate holder OR submitted later but no later than two (2) weeks prior to the event to avoid cancellation by the Borough.

Agreement with Orwigsburg Borough for Use of Borough Facilities

The undersigned, for and on behalf of the organization and activity designated above, does, in consideration for the use of Orwigsburg Borough property and/or facilities agree that the said organization/individual shall be responsible to the Borough of Orwigsburg for any damages, excess cleaning charges and/or any other property of the Borough which is destroyed or misused. The undersigned agrees to make payment in full to the Borough of Orwigsburg within thirty (30) days of receipt of an invoice for such damages or repairs. Further, the undersigned agrees to hold the Borough of Orwigsburg harmless from any liability for any personal injuries or property damage resulting from the activities being held by the organization or individual.

Payment for scheduled events/activities is due and payable two weeks in advance of the scheduled event and is not subject to refund. The undersigned also acknowledges that they will inform the Borough **in writing** of any changes and/or cancellations.

For the Organization/Individual

Name (Signature)

Official Position

Phone Number

For the Borough: Orwigsburg Recreation Commission

Name (Signature)

Official Position

Phone Number

For Orwigsburg Recreation Commission Use Only:

Approved _____

Not Approved _____