

## How to apply for a building reservation at Sweet Arrow Lake County Park

When a reservation is requested, you will be sent a confirmation letter. When you receive the letter, you have two weeks to sign, date and return it along with your payment and damage deposit. If you fail to return the Confirmation in a timely manner, your reservation may be cancelled. If you do change your mind after receiving a confirmation, PLEASE notify by email or phone so that someone else can enjoy the date.

### For a regular rental:

In order to complete your request and send you a confirmation we will need:

Name

Address

City

State            Zip

Phone (     ) Email

\*Approximate number attending

\*Type of event

\*Time you want me to open and close for you. You have 6 hours in a normal rental which includes set up and clean up.

### If you are reserving for a wedding/reception,

In order to complete your request and send you a confirmation, we will need:

Name

Address

City

State            Zip

Phone (     ) Email

\*Approximate number attending

\*Time you want us to open and close for you. If you want the reception bundle, you have 12 hours (which includes set up and clean up), to divide any way you choose over the two days.

If you chose the 6 hour wedding/reception, We need to know the time to open and close on a single day.

\*We will also need the time the ceremony begins. You are required to have security at your event. Security will begin when the ceremony begins and end when the reception is over. It is recommended that you take the least cost approach and pay the security observer directly at \$10.00/hr. We will make all the arrangements for you.

Submit this information to [dkline@co.schuylkill.pa.us](mailto:dkline@co.schuylkill.pa.us) or call 570-527-2505

**All requests are subject to availability. We strive to keep the website dates accurate on at least a weekly basis.**

If you fail to return the Confirmation in a timely manner, your reservation may be cancelled. If you do change your mind after receiving a confirmation, PLEASE notify by email or phone so that someone else can enjoy the date.

See rate sheet below.

- Fireplace rental in the Clubhouse is \$25.00 additional.
- Gas grill rental is \$40.00 additional.
- Extra hours are \$50.00/hour.

CLUBHOUSE	Number attending - any day of the week except Sat. April thru Oct.		Saturdays - April Thru October only	Damage Deposit
	less than 100	100-120		
Birthdays	\$100	\$125.00	\$350.00	Equal to rental cost
Shower	\$100	\$125.00	\$350.00	
Family reunion	\$100	\$125.00	\$350.00	
Senior Citizen	\$100	\$125.00	\$350.00	
Class reunion	\$100	\$125.00	\$350.00	
Memorial service	\$100	\$125.00	\$350.00	
Service Club	\$100	\$125.00	\$350.00	
Anything similar	\$100	\$125.00	\$350.00	
Business Meeting	\$125.00	\$125.00	\$350.00	
Non-Profit group	\$1.25/person	\$1.25/person	\$350.00	
For-Profit group	\$5.50 / person	\$5.50 / person	\$350.00	
Wedding - 6 hour,1 day	\$600.00	\$600.00	\$600.00	
Wedding -12 hour, 2 day **Wedding Reception Bundle (12 hours combined rental time, split any way you want, over 2 days- Friday and Saturday typically) ---	\$700.00	\$700.00	\$700.00	

**Weddings/receptions include use of the Large Pavilion and the amphitheater.**

**Large Pavilion**

Maximum seating is about 70.

Any use, 6 daylight  
hours

\$50.00

**Waterfall Pavilion**

Maximum seating for about 40

Free on a first come  
basis

Any use, 6 daylight  
hours

\$15.00 to reserve

**Lakeview  
Pavilion**

Seats 20

Free on a first come  
basis

Any use, 6 daylight  
hours

\$15.00 to reserve

**Ducks Unlimited  
Gazebo**

Seats 10

Free on a first come  
basis

Any use, 6 daylight  
hours

\$15.00 to reserve

**Fireplace rental in the Clubhouse is \$25.00**

**Gas grill rental is \$40.00**

You and your group are required to follow all the rules and regulations of the Board of County Commissioners. These rules are prominently posted in the Clubhouse and in the pavilion and are available at [www.sweetarrowlakepark.com](http://www.sweetarrowlakepark.com).

There are however several rules that we would like to emphasize.

1. Upon termination of use all permit holders shall dry mop the building, or facility; remove all garbage and refuse from the building (s) and place it in the dumpster in the upper tier parking lot and, turn-off electrical appliances and lights. Also, return all furniture, tables, and chairs to their original position and also if instructed to do so, secure the facility or building.
2. The rental fee and damage deposit, if applicable, are due within two weeks of receipt of this letter in order to confirm your reservation.
3. The user fee will not be returned if the reservation is cancelled within four weeks of the reserved date. A cancellation fee of \$100.00 will be assessed for any cancellation (Weddings only).
4. The damage deposit will be returned if it is determined by the site host, that no damage has been done to the facilities.
5. Open fires are prohibited except in approved facilities if provided. Cooking may be performed only in equipment provided or in equipment receiving prior approval. (gas grills, etc)
6. In case of emergency requiring a call to the 911 Center, the address is Sweet Arrow Lake County Park, 108 Clubhouse Road, Pine Grove, PA 17963.
7. No dog or pet is permitted to enter any public building except a guide dog, signal dog or other animal which has been trained to assist, and is accompanying, a person with a disability.
8. The rules and regulations set forth by the Pennsylvania Fish and Boat Commission apply to Sweet Arrow Lake and its tributaries.
9. Tables and chairs may not be removed from the Clubhouse.
10. Children must be under adult supervision at all times.
11. Use of confetti or similar types of decorations will result in forfeiture of the deposit for cleaning.
12. The six (6) hour standard rental period includes setup and cleanup. Additional time will be charged at the rate of \$50.00/hour.
13. The Clubhouse may be occupied by the renter only during the time specified in this contract. A site host will open and close for you at the times specified in this agreement.
14. Keg beverages are prohibited.
15. Remember- This is a public park and rental privileges extend only to the building(s) being rented.
16. Heating and cooling systems shall not be adjusted by the renter. If adjustments need to be made, call the site host for instructions.