

## For Every Occasion

- Corporate Events and Meetings
- Sports Banquets
- Non-profit Meetings
- Fundraisers
- Retirement Party
- Baby / Bridal Showers
- Birthday Celebrations
- Anniversary

*Book Your Next  
Event With Us!*

### Hours of Use

Community Center rooms are available as follows:

Monday through Friday

8:30am to 4:30pm

5:30pm to 10:00pm

Saturday and Sunday

8:00am to 10:00pm

\*The Community Center must be emptied and doors locked by 10:00pm.



Community Center Main



Community Center Room A or B



Kitchen Facilities



## Community Center Facility Rental Information



## Horsham Township Parks & Recreation

1025 Horsham Road  
Horsham, PA 19044  
(215) 643-3131  
[www.horsham.org](http://www.horsham.org)

## Facility Details

The Horsham Township Community Center is available for rent. Our 3,300 sq. foot facility is perfect for your group or organizations next meeting, training or that special occasion! Food and refreshments are permitted; however, alcoholic beverages, smoking and animals are prohibited.

The Community Center is handicap accessible and offers plenty of parking.

*The perfect setting to accommodate your rental needs from 30 to 200 guests!*

### Main Meeting Room

3,300 sq. ft. - 188 people with tables and chairs; 250 chairs only

### Meeting Room A or B

1,650 sq. ft. - 94 people with tables and chairs; 138 chairs only

### Tables Available

20 - 60" Round Tables

24 - 30" x 72" Rectangular Tables

### Kitchen

Food preparation only, no cooking allowed as per Montgomery County Health Department Food License.

## Facility Rental Prices

Main Meeting Room

\$50.00/hour

Meeting Room A or B

\$35.00/hour

### Additional Amenities Available for Corporate Events & Meetings:

- Pull down screen
- Microphones/speakers
- Podium
- Stage

\* Call for prices



### SECURITY DEPOSIT

A \$50.00 security deposit is required. The deposit must be paid separately by check. You will receive the deposit back if the facility is left in good condition. You will not receive it back for the following reasons:

1. The facility is left unsatisfactory.
2. Any damage has occurred to the community center as a result of your rental.
3. You or someone in your party violates the terms of the Rental Agreement.
4. If your group stays beyond the times specified on the permit.

## Facility Rental Information

1. Reservations for use of Community Center are made in person through the Horsham Township Recreation Department.
2. Township Department of Parks and Recreation Office Requests must be received a minimum of 2 weeks in advance.
3. Your rental fee payment must be received prior to approval and confirmation.
4. The reservation time period shall include set-up and clean-up of one (1) hour total. A minimum two hours per use will be assigned (includes up to one hour for the event and at least 30 minutes for set-up and 30 minutes for clean-up).
5. Renters must leave the room as they found it. Cleaning shall consist of sweeping, cleaning tables/counters, removing trash and wiping up any spills.
6. Reservations may be made within 3 months of the reservation date.
7. Prior approval is required for charging admission and selling products.
8. All special requests must be made in writing to the Recreation Director.
9. A flat administrative fee of \$30 will be assessed to each permit.
10. DJ's require special permission and entire facility must be rented.
11. Permission needed from recreation department for outside entertainment vendors as well as insurance from same.
12. The Recreation Department reserves the right to approve or deny any rentals. All rentals are subject to availability.

*Business and Organizations requesting a rental are required to provide proof of liability insurance naming Horsham Township as "Additional Insured" for the event.*