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Pavilion and Gazebo Rental Application

Penn Township is proud to offer our park as a back drop for your next event. Our park offers a wide variety of activities for all ages. New playground equipment, a tot lot, swings, teeter totter, etc. An adult fitness park was also added, featuring items like an elliptical and stepper. The park also offers a beach volleyball court, two sets of horseshoe pits and a putting green. All activities are bring your own equipment.

The Township Park has been developed for the use and enjoyment of Township residents and community; however, it is recognized that at certain times it may be beneficial for park users to reserve the pavilion/gazebos. We ask that you be respectful of everyone in the park; you are not renting the entire park just the exclusive use of either the pavilion or gazebo for your allotted time.

Reservation Regulations

- 1) The fact that a group is permitted to meet at the Township recreation facility does not, in any way, constitute an endorsement of the group's policies or beliefs.
- 2) The Board of Supervisors in its sole discretion reserves the right to grant a written waiver from any regulations in order to resolve special problems that may arise.
- 3) By his/her submission of an application, applicant agrees that the Board of Supervisors and Parks and Recreation Commission shall not be held responsible or accountable for any action taken in accordance with these regulations, and shall be held harmless and immune from liability and suit by the applicant of his/her action.
- 4) The Board of Supervisors shall have the authority to revoke a reservation upon a finding of violation of any rule or ordinance or upon good cause shown.
- 6) One under roof facility (pavilion or gazebos) must be available to the public at all times.
- 7) Pavilion / gazebo renters will be responsible for the condition of the facility and trash clean-up when they leave. Dumpsters are located in the parking lot. Screws, nails and other mechanical devices are prohibited for hanging decorations.
- 8) Vehicles are permitted in the Parking Lot Only – Never permitted in the interior of the park. Violators will be prosecuted.

Park and Recreational Area Rules

- No pets or animals are permitted in the park.
- **No one under the age of thirteen (13) allowed in Fitness Park.**
- No bicycles, scooters, skates, roller blades, wagons or other wheeled non-motorized devices. Wheelchairs and strollers are permitted.
- **No alcoholic and/or intoxicating beverages and/or controlled substances.**
- No fires are permitted except in grilles provided. No personal grilles allowed.
- No motor vehicles of any type.
- No sound equipment and/or amplification.
- No improper conduct, immoral conduct or illegal activity permitted.
- No defacing of buildings, fences, park property, landscaping, etc.
- No soliciting.
- No dangerous athletic equipment.
- No recreational activity played outside of designed areas.
- No posting or erecting any advertising device.
- No use of park and recreational area before or after posted hours.

I acknowledge that I have read the above Regulations and Rules.

Renters signature: _____

Please **READ** & **INITIAL**

I understand that to rent a pavilion or gazebo in the park I must;

Take all trash to dumpster in Township parking lot after my event is over. _____

Be respectful of the park regulations and rules, as well as others in the park. _____

Not have alcohol in the park. _____

Not allow the children at my event under the age of thirteen in the Fitness Park. _____

Clean up after my event is over. _____

Park Pavilion/Gazebo Rental Fees

PLEASE NOTE: *Reservation Fees are Non-Refundable. Security Deposit is returned only after inspection of rented area and during business hours.*

Pavilion – 44' x 60' 12 tables under roof, grills outside pavilion, seats approximately 128.

Pavilion Fees for Penn Township **RESIDENTS:**

\$36.00 for three (3) hours
\$10.00 an hour for each additional hour
\$100.00 CASH security deposit

Pavilion Fees for **Non-Residents:**

\$100.00 for three (3) hours
\$20.00 an hour for each additional hour
\$100.00 CASH security deposit

Gazebos – 2 brown gazebos 28' Octagonal and 2 white gazebos 12' x 24' Rectangular. All have 2 tables, grills outside and seat approximately 20.

Gazebos Fees for Penn Township **RESIDENTS:**

\$24.00 for three (3) hours
\$5.00 an hour for each additional hour
\$50.00 CASH security deposit

Gazebo Fees for **Non-Residents:**

\$50.00 for three (3) hours
\$10.00 an hour for each additional hour
\$50.00 CASH security deposit

IMPORTANT NOTES FOR RENTERS:

- If you are having a **large event** exceeding over 100+ people, the following must take place. **Township notification of event and approval is needed.** In addition, extra porta potties must be ordered, possible traffic control and hiring of Township Security for a fee of \$20.00/hour.
- Municipal Building **Restrooms** are **NOT open** after 4:30 p.m. during the week or on **weekends**. Portable toilets are available in the parking area.
- **Weekend Renters cannot enter gates at Hospital.** The Hospital doesn't want the park users to use their parking spaces on weekends.
- **All rules, regulations, posted signs, and warnings must be obeyed.** Any person(s) violating any provisions or sections of Ordinance 2003-04, Park and Recreational Area Regulations (on file at Township Office) shall be prosecuted and convicted. **Minimum fine of \$50.00, Maximum fine of \$500.00 plus costs.**

Pavilion/Gazebo Rental Information

Please provide us with a copy of your Driver's License or ask us to make a copy.

Name or Renter(s): _____

Approximate Attendance: _____ Occasion: _____

Date & Time of Event: _____

Applicant Phone Number(s): _____

Applicant Address: _____

Circle one:

Pavilion Gazebo #1 Gazebo #2 Gazebo #3 Gazebo #4

(Pavilion: center of park • Gazebo #1: white rectangle, Township side • Gazebo #2: hexagon, Township side • Gazebo #3: white rectangle, Hospital side • Gazebo #4: hexagon, Hospital side)

Rental Fee Amount: _____
(Cash or Check ONLY)

Security Deposit: _____
(CASH ONLY)

*Security Deposit is due at the time you wish to reserve your date, along with your completed application. Rental Fee is due two weeks before your event. We do **NOT** accept credit cards; rental fee can only be paid in cash or check (made out to Penn Township). The security deposit **MUST** be paid in **CASH ONLY**.*

***By signing I am indicating that I have read, understood and agreed to abide by all of the Park & Recreational Area Regulations and Reservation Regulations.*

Renter Signature

Date

1. I understand that there is to be NO alcohol in the park at any time.

2. I understand that I MUST take the trash from my party to the dumpster after it is over.

Signature of renter

Date