



PENN TOWNSHIP PAVILION & GAZEBO RENTAL APPLICATION & AGREEMENT

NAME OF APPLICANT/ORGANIZATION _____

NAME OF PERSON RESPONSIBLE FOR PARTY _____

Responsible party MUST be over 21 years old, you may need to present an ID for our file

ADDRESS OF APPLICANT _____

EMAIL _____ TOWNSHIP/BOROUGH _____

PHONE # _____ EVENT TYPE _____

DATE OF EVENT _____ ESTIMATED ATTENDANCE _____

TIME OF EVENT _____ TO _____

**4 HR RENTAL – EXTRA TIME WITH APPROVAL
TIME INCLUDES SET UP & CLEAN UP**

Check 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)

Penn Township assumes no responsibility, financial or otherwise, for personal items, judgments, expenses, or accidents/injuries sustained by individuals while on their property. Neglecting to return the facility to its original condition may result, at minimum, in forfeiture of your deposit. Any theft or damage will be the financial responsibility of the applicant renting the facility. The responsible party listed on this application ("Applicant") will be the individual responsible for ensuring their guests follow all rules & regulations stated later in the agreement & any posted regulations. By signing below, I am certifying that the information stated on this application is true & accurate. I am also acknowledging myself as the person responsible for my event & guests.

APPLICANT SIGNATURE _____ DATE _____

IMPORTANT NOTES FOR RENTERS

- A security guard **MANDATORY** for all pavilion rentals. Applicant is responsible for paying for the security guard's time.
- If you are having a **large event with 100+ people, township notification and approval is needed.**
- The **restrooms** are **NOT open** after 4:00 p.m. during the week or on **weekends** unless a security guard is present. Portable toilets are available in the parking area. Pavilion reservations may have bathrooms open as long as there is not an event being held in the community room at the same time. Check with the township the week of your event for bathroom confirmation.
- **All rules, regulations, posted signs, and warnings must be obeyed.** Any person(s) violating any Park and Recreational Area Regulations (on file at Township Office) shall be prosecuted and convicted. Maximum fine of \$600.00 plus costs.

FEE SCHEDULE FOR PAVILION

We accept EXACT CASH, CHECKS and CREDIT CARDS. (There is a service fee for all credit cards payments)

	RENTAL FEE +	DEPOSIT +	SECURITY GUARD
PENN TOWNSHIP RESIDENT	\$160 CASH/CHECK/CC	\$100 MUST BE CASH	\$32/HOUR CASH/CHECK/CC
NON-RESIDENT	\$300 CASH/CHECK/CC	\$100 MUST BE CASH	\$32/HOUR CASH/CHECK/CC

DEPOSIT IS DUE AT THE TIME OF RESERVATION. RENTAL & SECURITY GUARD FEE IS DUE TWO WEEKS BEFORE YOUR EVENT. IF FEE IS NOT PAID ON TIME YOU WILL GET ONE COURTESY CALL/EMAIL, AFTER THAT YOUR RESERVATION WILL BE CANCELLED. NO EXCEPTIONS.

FEE SCHEDULE FOR GAZEBOs

We accept EXACT CASH, CHECKS and CREDIT CARDS. (There is a service fee for all credit cards payments)

	RENTAL FEE +	DEPOSIT +	EXTRA HOURS
PENN TOWNSHIP RESIDENT	\$20 CASH/CHECK/CC	\$60 MUST BE CASH	Extra hours can be acquired for \$10/hour, paid in advance to the township office.
NON-RESIDENT	\$40 CASH/CHECK/CC	\$60 MUST BE CASH	

A SECURITY GUARD IS NOT REQUIRED FOR GAZEBO RENTALS.

THIS ALSO MEANS PARK BATHROOMS WILL NOT BE OPEN FOR YOUR EVENT.

DEPOSIT IS DUE AT THE TIME OF RESERVATION. RENTAL FEE IS DUE TWO WEEKS BEFORE YOUR EVENT. IF FEE IS NOT PAID ON TIME YOU WILL GET ONE COURTESY CALL/EMAIL, AFTER THAT YOUR RESERVATION WILL BE CANCELLED. NO EXCEPTIONS.

For Office Use:

DEPOSIT _____	DATE PAID _____
RENTAL FEE _____	DATE PAID _____
SECURITY GUARD _____	DATE PAID _____

DEPOSIT RETURN

Your deposit will be returned to you ONLY after the township has inspected the rented space.

The applicant/person responsible must pick up the deposit. The township will not mail any deposits.

To claim deposit, simply, come into the office as soon as the next business day.

You have six (6) months to claim your deposit.

**** DEPOSIT RETURN MEMO ****

We will only hold deposits for six (6) months after your reservation.

YOU are responsible for claiming your deposit. Your deposit can be claimed on the next business day.

The applicant will be the only person allowed to claim the deposit and a signature will be required.

Deposits are released after an inspection of the rental space is conducted by a township employee. Due to the overwhelming number of forgotten deposits, deposits will only be held for six months after your event date. After that time period deposits will be forfeited. The township does not send deposit pick-up reminders again due to the vast number of rentals we receive during the year.

PLEASE READ THROUGH EACH REGULATION BELOW.

AS THE RESPONSIBLE PARTY **YOU WILL BE HELD ACCOUNTABLE** IF ANY OF THE RULES, REGULATIONS OR GUIDELINES ARE NOT MET. NOT MEETING ANY OF THE BELOW TERMS CAN/MAY RESULT IN FORFEITURE OF YOUR DEPOSIT AND/OR BEING HELD FINANCIALLY AND LEGALLY RESPONSIBLE FOR DAMAGES, ETC.

Rental Regulations

- ✓ Penn Township rents out their facilities as a courtesy to the community. The Penn Township Supervisors and office staff reserve the right to approve or deny any rental request **with or without reason**. As such; Penn Township does **NOT** rent their facilities out for fundraisers, soliciting purposes or for any public or private political function unless special written approval from the Penn Township Supervisors is granted.
- ✓ All applicants must be at least 21 years of age and must remain on site for the duration of the rental. Penn Township may require a copy of the applicant's driver's license for their records.
- ✓ **CANCELLATION/INCLEMENT WEATHER POLICY:** Rental cancellations should be made no later than four weeks in advance. Any fees paid to Penn Township will be returned to you, but returns can take several weeks and will most likely be given back in the form of a check. We understand emergencies happen, outdoor events are especially unpredictable. Should you need to do an emergency cancellation for weather or personal reasons, you may either reschedule your event or have a credit for a future rental. If you feel you will not use the credit, you may request a return of funds from the Board of Supervisors. This may take several weeks.
- ✓ Should you need to make adjustments to your rental reservation, you **MUST** contact the township office directly. Adjustments must be made no later than 5 days before your event. You **CANNOT** change or add time to your reservation the day of your event. The security guard will not accept any time changes not approved by the office. In the event you go over your scheduled rental time, you will be required to pay for the security guard's extra time. However, should you not use all your scheduled time, there will be no refunds or credits.
- ✓ **The applicant listed on this form is responsible for damages** and any township property that is stolen or missing, interior or exterior, during their occupancy of the township's facility. Applicant will pay to replace and repair the township's property immediately upon notification, as well as forfeit their deposit. Applicant is also responsible for any and all fines incurred during or as a result of their event.
- ✓ Penn Township and its supervisors, employees and contractors will not be held accountable or liable for any claims, demands, actions, etc. relating to the loss or damages of the personal property of an applicant and event guests. As such, Penn Township and its supervisors, employees and contractors will not be held accountable or liable for any claims, demands, actions, etc. relating to any type of injury sustained while on Penn Township property.

APPLICANT/PERSON RESPONSIBLE SIGNATURE

DATE

PLEASE READ THROUGH EACH RULE BELOW.

AS THE RESPONSIBLE PARTY **YOU WILL BE HELD ACCOUNTABLE** IF ANY OF THE RULES, REGULATIONS OR GUIDELINES ARE NOT MET. NOT MEETING ANY OF THE BELOW TERMS CAN/MAY RESULT IN FORFEITURE OF YOUR DEPOSIT AND/OR BEING HELD FINANCIALLY AND LEGALLY RESPONSIBLE FOR DAMAGES, ETC.

Rental Rules

Please read and initial after each rule.

- **ABSOLUTLEY NO ALCOHOLIC BEVERAGES ARE PERMITTED ON THE PREMISES AT ANY TIME.** **Initial** _____
- **SMOKING** is **NOT** permitted inside Penn Township Park. **Initial** _____
- Applicant is responsible for cleaning up after their event. This includes, but is not limited to;
 - **TAKING THE TRASH TO THE DUMPSTER – Not required for gazebo rentals.**
 - **PUTTING PICNIC TABLES BACK TO THEIR ORIGNAL SPOTS**
 - **IF USED, CHARCOAL MUST BE CLEANED OUT OF GRILL AND PUT IN DESIGNATED METAL CAN****Initial** _____
- **NO** animals are permitted in Penn Township Park. **Initial** _____
- The park facilities can only be rented out when the park is open; Spring/Summer: 7 A.M. to 9 P.M. – Fall/Winter: 7 A.M. to 7 P.M. **Initial** _____
- **MUSIC** can be played during the applicant's event. However, music should be appropriate for all ages (even if there are not children present at the applicant's event) and should be played at a reasonable volume. Sound amplification equipment is not permitted in Penn Township Park. All music **MUST** be stopped by 9 P.M. **SHARP.** **Initial** _____
- Outside vendors and equipment, including but not limited to; food trucks, food carts, personal grills and bounce houses, etc. are **NOT** permitted inside Penn Township Park. In some cases, special permission can be granted at the discretion of the Board of Supervisors. **Initial** _____
- The security guard or township employee assigned to the event should be treated with respect at all times. Their job is to open and close the township bathrooms (if they are supposed to be open), keep the building and park secure and ensure all rules and regulations are being respected. If the security guard has any issues with a renter or their guests not following rules, being disrespectful or breaking the law in anyway, they are advised to call 911 right away. **Initial** _____
- The applicant is responsible if any township property (including supplies) is removed or moved from the facility during their rental period. **Initial** _____
- Children should **NOT** be left unattended at any time. The security guard is not a babysitter, parents/guardians should be aware of their children at all times. If the security guard finds the applicant's guests (including children) disruptive and difficult, this may result in the applicant forfeiting their deposit. **Initial** _____

Penn Township Park Rules

When renting out our park facilities our park rules must also be followed.

- Park hours are from dawn to dusk. Use of the park outside this time is prohibited unless an event is sponsored or sanctioned by the Township.
- No camping and/or sleeping on park property or in any vehicles on park property.
- No disturbing of peace by any conduct.
- Fires are permitted in Township grills and fire pit only; private grills, stoves, or similar cooking devices are not to be used in the park. Open fires are strictly prohibited.
- Individuals, groups, or organizations are responsible for any damage to the park resulting from their use of facilities.
- Motor vehicles are permitted only on established access drives and within designated parking areas.
- Use of non-motorized recreational equipment (e.g., bicycles, skateboards, scooters) shall be limited to the Sports Park trails and are NOT permitted in the Community Park at 260 Lewis Road.
- Pedestrians, including runners: please remain on the trail, path, and walkway system within the park.
- The sale, consumption, or possession of alcoholic beverages or illicit drugs is strictly prohibited in the park and on Township property.
- Fireworks, knives, explosives, crossbows, bows and arrows, any other types of lethal weapons, or paint guns are not permitted in the park.
- Dumping is strictly prohibited in the Township dumpster or refuse bins.
- Park users are asked to preserve the scenic beauty, conserve natural resources, and protect wildlife and birds within the park. Please DO NOT feed animals (squirrels, birds, etc.).
- Respectful and appropriate behavior is always expected of park users.
- Dogs are strictly prohibited, except for service dogs, in the Community Park.
- Please exercise caution in the wetlands, Stormwater or drainage facilities and avoid creating hazardous conditions.
- The following activities are strictly forbidden within any Penn Township Park unless written authorization has been obtained from the Township Board of Supervisors or Director of Operations:
 - The distributing, selling, servicing, or renting of any supplies, equipment, material, or commodity; or soliciting for any reason.
 - Fundraising of any kind.
 - Organized sporting events or practices.
 - Organized classes of any kind.
 - Drone use.

(The written authorization must be on file with the Township office and/or in the possession of the party undertaking the activity and any conditions for the authorization must be satisfied.)

- The Township is not responsible for lost, damaged or stolen property.
- No hunting on any trail or other part of the park property is permitted.
- In case of an emergency, call 911.

Penalties

Any person(s) who violates any of these rules or regulations shall be guilty of a Summary Offense or Civil enforcement proceeding and shall, upon conviction, be sentenced to pay a fine not exceeding \$600 plus all court costs, including attorney's fees incurred by the Township as a result. Each day that a violation occurs or continues will constitute a separate violation.

APPLICANT/PERSON RESPONSIBLE SIGNATURE

DATE

Park Features and Facility Specifications

Penn Township Park offers a wide variety of facilities and features all ages can enjoy. The park is centered around a large wooden **pavilion** that can accommodate over 100 people with a dozen picnic tables. Trash cans are situated around the outskirts of the pavilion, along with several standard outlet receptacles. The pavilion is steps away from our recently updated playground which includes; a tot lot, swings, teeter-totter, rock wall and several play structures. Our playground area also features our Book Nook (open spring and summer during the week) and enclosed next to the playground is our adult fitness park for ages thirteen and up.

If you're looking for a smaller space for your event, we also have four **gazebos** situated throughout our park. Each gazebo is outfitted with two picnic tables and can accommodate roughly 20 people. Charcoal grills are available to use if you bring your own charcoal, all grills are conveniently located near the gazebos and pavilion.

Another park feature includes a custom-built fire pit that was built as a donation to the Township. Our fire pit is available to use for an added fee. Some other features that make our park very unique include a sand volleyball court, several horseshoe pits, a putting green, a large area of open space, a butterfly garden and our beautiful Veteran's Memorial at the park entrance.

Bathrooms are open to the public Monday through Thursday, 9 a.m. to 4 p.m. Bathrooms may be open with your pavilion rental if there is not an event being held in the community room at the township. You can check with the office the week of your event to see if you are able to have the bathrooms open.

***By signing this rental agreement, I have read all the policies, accept full responsibility for any and all damages, and I relieve Penn Township of any liabilities. Notice of any violations may forfeit entire deposit. In addition, you will be responsible for any additional charges due to damage and or clean up fees.**

- 1. I hear by release, waive, discharge and covenant not to sue Penn Township, its officers, servants, agents, and employees (hereinafter referred to as "releases") from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or relating to any loss, damage or injury, including death, that may be sustained by me, or to any property belonging to me, whether caused by negligence of the releases, or otherwise, while using the facilities, or while in, on or upon the premises where the event is being conducted.*
- 2. I further hereby indemnify and save and hold harmless the releasees and each of them, from any loss, liability, damage or costs they may incur due to my use of the property, whether caused by the negligence of any or all of the releasees, or otherwise.*

Applicant Signature_____ **Date** _____

Print Name: _____

Township Employee Approval Signature: _____

FOR OFFICE USE ONLY

Memos, specials requests and/or correspondence between renters and office staff.
