

UPDATES FOR RENTERS AS OF 5/14/18:

As of May 14, 2018 our Pavilion/Gazebo contract has been updated. This includes RENTAL FEES. *PLEASE READ UPDATED CONTRACT.*

Please read, understand and sign the below statements:

- 1. I understand that there is to be NO ALCOHOL in the park at any time.**
- 2. I understand that I MUST clean up and take the trash from my party to the dumpster after it is over.**
- 3. I understand that in the case of inclement weather or cancellation by the Applicant, my rental fee will not be refunded.**
- 4. I understand that a security guard is now required for all weekend pavilion rentals. NO EXCEPTIONS**
- 5. I understand that there is to be NO soliciting or sales on Township property. See reservation regulations for more info.**

Renter's Signature

Date



260 Lewis Road
West Grove, PA 19390
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office@penntownship.us

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. For all activities you must 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.
- 5) Reservations are taken at the discretion of the Township office. The office reserves the right to cancel or refuse any reservation.
- 6) All Applicants must be at least 21 years of age and must remain on site for the entire event. A copy of the applicant's drivers' license is required for rental. The applicant listed on the rental agreement is responsible for the actions & behavior of their event guests and the violation of any rules and regulations listed in this agreement or posted in the park. Applicant is also responsible for any damages incurred during their event. They will be required to immediately pay for the repairs, as well as forfeit their security deposit.

- 7) Soliciting of any kind on Township property (i.e. Penn Township Park) is absolutely NOT tolerated. This includes but is not limited to: political signage, business advertisements, for-profit events, and any sign erected without Township permission.
- 8) For-profit events, ticket sales, retail sales, and fundraisers are NOT permitted when renting Penn Township facilities. Special permission may be granted at the Board of Supervisors discretion. A letter addressing the Board of Supervisors must be turned in to the Township at least 30 days in advance outlining the event.
- 9) Organized team sports are not permitted in Penn Township Park. This includes pre-planned team practices and games.
- 10) One under roof facility (pavilion or gazebos) must be available to the public at all times.
- 11) Vehicles are permitted in the Parking Lot Only – Never permitted in the interior of the park. Violators will be prosecuted.
- 12) Outside vendors, including but not limited to: food trucks, food carts, and bounce-house rentals are not permitted. Special permission may be granted at the discretion of the Board of Supervisors for special events.
- 13) 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.

I acknowledge that I have read the above Regulations.

Renter's signature: _____

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 ALCOHOL and/or intoxicating beverages and/or controlled substances.**
- No fires are permitted except in grills and/or designated fire pit provided.
- No outside grills permitted in park.
- 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 Rules.

Renter's 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. _____

I understand that the park bathrooms are CLOSED after 4:00 p.m. during the week and on Fridays, Saturdays and Sundays all day unless a security guard is on site and paid for by renter. Bathrooms are only available for the duration of your designated party time. A porta-potty is available in parking lot. _____

I understand that in the case of inclement weather or cancellation by Applicant, refunds will not be granted. However, applicant may choose another date. _____

IMPORTANT NOTES FOR RENTERS:

- A MANDATORY security guard is required for all pavilion rentals. Renter is responsible for paying the security fee of \$20/hour.
- If you are having a **large event with 100+ people, Township notification and approval is needed.**
- Municipal Building **Restrooms** are **NOT open** after 4:00 p.m. during the week or on **weekends** unless paid for by a renter. Portable toilets are available in the parking area.
- **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.

Park Pavilion/Gazebo Rental Fees

PLEASE NOTE: *Reservation Fees are Non-Refundable. Security Deposit is returned only after inspection of rented area and cannot be picked up for at least two business days during office hours.*

Pavilion – 44' x 60' 12 tables under roof, grills outside pavilion, seats approximately 100.

Pavilion Fees for Penn Township **RESIDENTS:**

\$40.00 for four (4) hours

\$100.00 CASH security deposit

Pavilion Fees for **Non-Residents:**

\$100.00 for four (4) hours

\$100.00 CASH security deposit

Pavilion Fees for **MANDATORY SECURITY GUARD:**

\$100.00 minimum (5 hours, \$20/hour)

\$20.00 for an additional hour (MAXIMUM OF 6 HOURS)

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

Gazebo Fees for Penn Township **RESIDENTS:**

\$20.00 for four (4) hours

\$10.00 an hour for each additional hour

\$60.00 CASH security deposit

Gazebo Fees for **Non-Residents:**

\$40.00 for four (4) hours

\$10.00 for an additional hour

\$60.00 CASH security deposit

Pavilion/Gazebo Rental Information

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

Name of Renter(s): _____

(Must be at least 21 years of age &
be present during entire event)

Approximate Attendance: _____ **Occasion:** _____

Date AND Time of Rental: _____

Applicant Phone Number(s): _____

Applicant Email: _____

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)

*Security Deposit is due at the time you wish to reserve your date along with your completed application. Remaining balance 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's Signature

Date

***To be completed by Township personnel:**

Rental Fee Amount: _____
(Cash or Check ONLY)

Security Deposit: _____
(CASH ONLY)

Security Guard: _____
(Cash or Check ONLY)

