



## **Pavilion Rental Permit Application for Business/Organizations**

Thank you for considering the facilities at Upper Providence Township. Upper Providence Township residents take great pride in their parks and recreation facilities, so it is the intention of the Recreation Department to protect their investment and to maintain these facilities in a safe and attractive manner.

Please be sure that you read all Rules and Regulations and that you complete the application in its entirety. Should you have any questions please contact the Parks and Recreation Department at 610-933-9179 for assistance.

After you have completed the application please return it to the attention of the Parks and Recreation Department for processing. Our address is: Upper Providence Township Parks & Recreation Department, 1286 Black Rock Road, Phoenixville, PA 19460.

Along with the application, please provide a check for the rental fee and a **separate** check for the security deposit. The Township also requires you to submit the Pavilion Use Agreement form along with your application and fees.

All rental applications will be processed on a first come first served basis. Please allow a minimum of (14) days for the application to be processed. You will receive an e-mail with your permit attached, once approved. Please be sure to have your permit with you on the day of the event.

**You must complete the Pavilion Rental Checklist and return it to us within 5 days after your event in order to have your security deposit check returned to you after approval.**

Thank you for choosing Upper Providence Township Parks and Recreation facilities for your event. We hope you and your group enjoy your time at our facilities.



## Pavilion Rental Rules and Guidelines

### General:

- All park facility rental reservations should be made through the Parks & Recreation Department
- Rentals begin April 1<sup>st</sup> and run through October 31<sup>st</sup>

### Your Responsibilities:

- **The Pavilions must be cleaned and vacated by the end time on the permit.**
- **Pavilion, parking area, and grounds around the rented site must be free of litter and debris.**
- **All trash must be removed.**
- **All tables must remain in their original locations.**
- **All current PA COVID guidelines must be adhered to.**
- **Pavilion Rental Checklist must be returned to the office or emailed to: [PandR@uprov-montco.org](mailto:PandR@uprov-montco.org)**

### Limitations:

- All park rules must be followed. The use of alcohol and controlled substances are strictly prohibited.
- Parking in designated PUBLIC parking spaces only.
- When picking up or dropping off please do not drive on the grass.
- Glass containers are prohibited.
- All signs, banners and decorations are to be tied or hung using **painter's tape**. The use of staples, duct tape, Scotch tape, tacks, nails, etc. is not permitted. All signs, banners, decorations including strings and painter's tape must be removed completely following your event. Any decorations, tape, or other fasteners not removed will cause your security deposit to be retained.
- Tents/canopies are not permitted without prior approval from the Parks & Recreation Department and Fire Marshal.
- Grills are available at each pavilion for your use. NO gas grills are permitted.
- Pets are permitted as long as they are on a leash and they are picked up after.
- Park amenities (i.e. playground, basketball court, volleyball, skate park, etc.) are open to the general public and are on a first come first served basis.

### Emergencies:

- In the event of an emergency call 911. For non-emergencies call 610-933-7899.
- If anyone is in the pavilion at the time of your rental that is not part of your group; please present your permit.



## PAVILION PERMIT REQUEST

Contact Name \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

Type of Event \_\_\_\_\_ Number attending \_\_\_\_\_

Day of week AND Date of Event \_\_\_\_\_

Security Deposit Check will be shredded after your event if all conditions have been met unless you indicate that the check needs to be returned to you by initialing this box

Facilities		Check facility you are requesting
Black Rock Park Pavilion #1 (Skate Park side) seats approx. 80 people		
Black Rock Park Pavilion #2 (Playground side) seats approx. 60 people		
MacFarlan Park Pavilion seats approx. 30 people		
Anderson Farm Park Pavilion seats approx. 48 people		
<b>PAVILION RENTAL RATES:</b>	<b>Daily Rental Fee (8am to 8pm)</b>	<b>Security Deposit</b>
<b>UPT Resident – Individual</b>	<b>\$100</b>	<b>\$100</b>
<b>Non-Resident - Individual</b>	<b>\$125</b>	<b>\$125</b>
<b>Business/Organization</b>	<b>\$150</b>	<b>\$150</b>

**Cancellation Policy:** To cancel a permit, the permit holder must call the Upper Providence Township Parks & Recreation Department at 610-933-9179. You may reschedule your canceled outing to another available date or request a refund. In case of INCLEMENT WEATHER or THREATENING WEATHER call the Parks & Recreation Department and inform us of the cancellation. This must be done within 24 hours of event to expect a refund. A cancellation fee of \$25.00 will be charged for events cancelled less than 5 business days prior to event. No refunds will be given for no-shows. Please allow 4 to 6 weeks for refund.

I acknowledge having received and read Upper Providence Township's Park Rules and Regulations and agree to abide by all rules and regulations set forth by the Township of Upper Providence. I further understand that I assume full responsibility for all applicable rental fees and /or additional fees assessed as a result of failure by my group to abide by all established guidelines and /or damage to property/facility/ equipment. The lessee further agrees to leave the site in a clean and orderly condition following use and to cooperate with any Township official requesting the user to act in accordance with the stated guidelines. Full responsibility for any damage to property or persons is assumed by the undersigned as agent for the sponsor of the event or use. The Township, its officials, employees, agents, and volunteers shall be held harmless from any claim and /or liability hereby arising out of or in connection with the function, activities, and uses of requested premises.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Received:		Rental Fee:	\$	Ck#
Date Permit was sent:		Security Deposit:	\$	Ck#
Date Added to Calendar:		Total:		
Date Security Deposit Returned:		Initials for return:		

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



## PAVILION USE RELEASE FORM

I (we), the undersigned officer(s)/representative(s) of \_\_\_\_\_,

and my heirs, successors and assigns, do hereby remise, release, quitclaim and forever discharge, hold harmless and indemnify the Township of Upper Providence and its officers, employees, agents and assigns, from any and all liability, known or unknown, potential or otherwise, arising from the use of the pavilion and surrounding grounds owned by the Township of Upper Providence by myself and my invitees, including property damage, personal injury and death. I shall (and my invitees shall) comply with all park rules and regulations.

I further acknowledge that I (and my invitees) shall use the equipment and facilities only for the purposes for which they are intended, and for no other purpose whatsoever. I understand that I shall be responsible for reimbursing the Township for any damage caused to the Township's equipment and/or facilities, excepting that caused from ordinary wear and tear.

I (we) also hereby agree to indemnify any and all of the above mentioned individuals from any and all losses suffered by virtue of any and all suit started or judgment obtained on behalf of any children/participants registered with our organization arising out of any and all sickness/injury sustained in regard to participation in our program while on Township property.

I (we) hereby certify that our organization has obtained all appropriate and necessary releases from parents of children/participants in our program dealing with emergency treatment and medical/hospitalization insurance.

This release and indemnity agreement is executed with the full knowledge and understanding and with the intention that I (we) shall be legally bound thereby.

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

<b>PAVILION RENTER'S CHECKLIST</b> return within 5 days of rental for security deposit refund, if approved.		DATE OF RENTAL _____
<b>PAVILION RENTAL LOCATION</b>		<b>NAME OF RENTER</b>
ANDERSON FARM PARK PAVILION		Please indicate the pavilion you rented.
BLACK ROCK PARK PAVILION 1 (SKATE PARK SIDE)		
BLACK ROCK PARK PAVILION 2 (PLAYGROUND SIDE)		
MACFARLAN PARK PAVILION		
<b>TRASH</b>		
Pavilion must be free of trash.		Initial to confirm that these items are completed
Trash Cans must be emptied.		
No Trash may left outside of trash cans.		
No Trash may be left in grassy area or parking lots.		
Trash must be taken with you, or if space in dumpster is available, you may use that.		
No Trash may be left outside of dumpster. If it doesn't fit inside with lid closed, it goes with you.		
<b>OBJECTS</b>		
Building must be clear of all hanging objects, decorations, signs.		Initial to confirm that these items are completed
Tape, staples, nails, tacks removed from pavilion surfaces.		
Please report any damage to wood or pavilion structure		
Other		
<b>FACILITIES</b>		
Tables must be in original locations.		Initial to confirm that these items are completed
Any damage to tables must be reported.		
<b>Please check playgrounds/grills for damages or hazards and report to us.</b>		