

Borough of Pennsburg

PAVILION RENTAL RULES AND GUIDELINES

- The time frame listed on the permit includes set up and clean up. Other groups may be renting the pavilion before or after your group.
- The posted Borough of Pennsburg Parks and Recreation Rules and Regulations shall remain in effect at all times throughout the duration of the permit. It is the responsibility of the permit holder to assure compliance by all group participants.
- All groups are limited to use of the facilities noted on their permit. All other park amenities (tot lot, field areas, rail, etc.) are open to the general public on a first come, first served basis.
- The pavilion must be cleaned and vacated by the stated ending time.
- Outside equipment such as sound amplification or any machinery shall not be utilized on the premises without prior approval.
- The facility must be returned to its original condition following an event. Any cost incurred by the Borough to return the facility to its original condition will be drawn from the damage deposit or billed to the facility user. Damage or cleanliness issues discovered prior to using the facility must be reported to the Borough Administrative Manager during regular business hours or to the Borough's General Office voicemail after hours.

The following are NOT permitted:

1. ALCOHOLIC BEVERAGES – The use of alcohol is strictly prohibited.
2. DRUGS – No illegal street drugs or paraphernalia (except lawfully prescribed) are permitted on any Borough property.
3. SMOKING – The use of all tobacco products is prohibited within all park areas.
4. FIRES AND COOKING GRILLS – No fires shall be made within any park area. The use of all cooking grills is prohibited.
5. GLASS CONTAINERS – Glass containers of any kind are prohibited within any park area.
6. VENDORS/SALES TO PUBLIC – No person shall sell or set up any booth, table or stand for the sale of any article or service without the specific consent of the Borough.
7. FIREWORKS – All fireworks of any kind are prohibited.
8. VEHICLES ON THE PARK FIELDS/WALKING PATHS – Driving or parking on the walking paths or grass area is strictly prohibited.
9. NAILS, TACKS OR STAPLES – Do not attach decorations by nails tacks or staples on the pavilion poles, picnic tables, etc.
10. REMOVAL OF FURNITURE/EQUIPMENT – Do not remove any furniture from the pavilion

Fees and Rental Hours

April 1st through October 31st

Security Deposit - \$100.00 Refundable after permit ends

Residents - \$50.00

Non-Residents - \$100.00

Two time slots available: 10:00am to 2:00pm or 3:00pm to 7:00pm

Payment Options

Payment is due at the time of registration. Cash or check can be paid at the Borough Office during office hours. Credit cards can also be processed in the office or online for a small fee.

Preemption by Borough

The Borough Council or Borough Administrative Manager has the authority to cancel any previously scheduled reservation when the use of a Borough pavilion is needed by the Borough for an event or meeting open to the public or other Borough-related use. The Borough shall provide reasonable notice, except in the case of an emergency, of any such cancellation which shall be subject to a full refund. The Borough reserves the right to suspend private reservations to use the pavilions at any time and for any duration when deemed necessary or in the best interest of the Borough.

Cancellation and Refund Policy

Reservations canceled ten (10) days or more prior to the scheduled event shall be subject to a full refund. There shall be NO REFUNDS for cancellations made less than ten (10) days prior to the scheduled event except in the case of unforeseeable hardship such as verifiable death or hospitalization of an immediate family member or similar circumstance or hardship. The Borough Administrative Manager shall process requests for a refund due to unforeseeable hardship. Any denial of a request for refund due to unforeseeable hardship may be appealed to the Borough Council whose decision shall be final. Cancellations less than ten (10) days before an event due to forecasted or actual weather conditions shall be subject to a full refund only when severe weather alerts are issued by a reputable weather service or severe weather is actually occurring regardless of the forecast. Such forecasted or actual weather conditions may include flash floods, high winds (gusts exceeding 30 mph), hurricanes, tornado watches, earthquakes, and severe weather such as severe thunder and lightning, hailstorms, blizzards, and other weather-related events that are likely to pose a safety threat when traveling to or from and/or attending an event. Full refunds will also be issued when the Borough has determined it is in the best interest of the Borough and general public to cancel an event and close the park facilities. The Borough Administrative Manager shall process any request for a weather-related refund. Any denial of a weather-related refund may be appealed to the Borough Council whose decision shall be final.

Borough of Pennsburg PAVILION RENTAL FORM

Contact Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Park Location: _____

Facilities Requested and Planned Activities: _____

Dates and Times Requested: _____

Number of Participants: _____

I, the undersigned, on behalf of the organization, its members, participants, agents, and invitees, do hereby remise, release, quitclaim and forever discharge, hold harmless and indemnify the Borough of Pennsburg and its officers, employees, agents and assigns, from any and all liability, known or unknown, potential or otherwise, arising from the organization's use of the pavilion and park, including property damage, personal injury and/or death.

Signature Date

Borough Use Only

- Security Deposit \$100.00
- Resident \$50.00
- Non-Resident \$100.00

Approved:

Borough of Pennsburg Date

Rental Fee _____ Check # _____
Security Fee _____ Check # _____
Security Refunded _____

Application & Payment Received: