



Doylestown Township Parks & Recreation
 425 Wells Road
 Doylestown, PA 18901
 (215) 348-9915 • FAX (215) 348-8729
 www.doylestownpa.org

PAVILION RENTAL APPLICATION

PARK Central Park	USE DATE 1st: _____ 2nd: _____ 3rd: _____	PAVILLION NO. <input type="checkbox"/> #1 (by fields) <input type="checkbox"/> #2 (by kids' Castle)
HOURS <input type="checkbox"/> 9 am-noon <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 5 pm-dusk		DAY (S) <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat
TYPE OF EVENT PLANNED		NO. ATENDING

ORGANIZATION (if applicable) _____

RESPONSIBLE PARTY	RESIDENT <input type="checkbox"/> yes <input type="checkbox"/> no	PA OLN or ID #	
EMAIL	PHONE (HOME)	PHONE (WORK)	PHONE (CELL)
ADDRESS	CITY	ZIP	

- Are any additional facility reservations requested?..... () yes () no
 If yes, explain _____
- Will any apparatus or equipment be moved onto the park premises?..... () yes () no
 If yes, explain _____
- Will a caterer be used?..... () yes () no
 If yes, explain _____
- Will there be any amplified sound producing equipment used?..... () yes () no
 If yes, explain _____
- Will there be a need for access to electricity?..... () yes () no
 If yes, explain _____

I acknowledge having received and read Doylestown Township Ordinance No. 266 - relating to Park System Rules and Regulations and agrees to abide by all rules and regulations set forth in said ordinance. and outlined as an addendum to this application. and/or permit. 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/facilities/ equipment caused. 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 above stated guidelines. Full responsibility for any damage to property or persons is assumed by the undersigned as an agent for the sponsor of the event or use. The Township, its officials, employees, agents, and volunteers shall be saved harmless from any claim and/or liability hereby arising out of, or in connection with the function, activities and uses of requested premises.

Signature _____ Date _____

FOR OFFICE USE ONLY

Other permits required (add'l fees associated):

- Electricity
- Amplified Sound
- Tent / Equipment
- Sports Field
- Special Use
- Other _____

Use Fees:

Rental	\$ _____
Add'l Permits	\$ _____
Add'l Fees	\$ _____
Total Due	\$ _____
Security Dep.	\$ 100.00

Comments _____

Pavilion Rental Rules & Guidelines - Doylestown Township

- General:**
- All facility reservations shall be made through the Doylestown Township Administrative Office
 - Township residents may reserve the pavilions at the beginning of the calendar year. Starting **April 1** reservation opportunities will be open to non-residents as well. Rental times are as follows:
 - 9:00 am to 12 noon
 - 1:00 pm to 4:00 pm
 - 5:00 pm to dusk
 - Two picnic shelters are available for rental in Central Park. Facility use application, insurance, additional fees and security deposit may be required depending on the type of event. Fees vary depending on group size and residency.
 - Fees are payable in full at the time the reservation is made. Fees may be paid in cash, check or money order payable to Doylestown Township. Reservation made less than one week in advance of requested date must be paid via cash or money order.
 - For rentals in which there will be over 75 people, \$25 cleaning fee will be required.
 - All cancellations must be made **24 hours** prior to the rental starting time to receive a full refund (weekend rental cancellations must be called in by 4:00 pm Friday). **Please allow approximately four weeks for refunds to be processed.**
 - Security deposits will be returned if the pavilion is left in good condition. If the pavilion is not clean, or if any kind of damage is left behind, the amount assessed will be determined by the Director of Parks & Recreation and Park Superintendent.

Applicant

- Responsibilities:**
- The pavilion must be cleaned and vacated by the stated ending time. The parking lot and the immediate facility area are considered part of the facility and must be free from litter.
 - Return all tables to original locations
 - Drop walls must be left in the raised position

Limitations:

- Concession stand and fireplace are **not** available for public use.
- The use of alcohol, controlled substances and smoking are strictly prohibited
- Glass containers are prohibited at the pavilion at all times. This includes the parking lot and the area surrounding the facility.
- Park amenities (i.e., tot lot, basketball, tennis and volleyball courts) are open to the general public on a first come-first serve basis.

**Limitations:
(con't)**

- Established "Group Days" for Kids' Castle are Tuesday, Wednesday and Thursday from 10 am to 3 pm. There are no exceptions to this policy. Children are not to be left unattended or unsupervised.
- All signs/banners/decorations are to be tied. The use of staples, tacks, nails, tape, etc. is **not** permitted. All signs/banners/decorations are to be removed completely following the activity/event.
- Tents/Canopies are not permitted without prior written approval.

Emergency:

In the event of an emergency call 911. For non-emergency police assistance call 215-348-4201 (weekdays) or 215-348-4200 (weekends). Maintenance assistance is not available on weekends.

If anyone is at the pavilion at the time of your rental that is not part of your group, please be sure to have your permit with you.

Compliance:

The applicant/agent assumes full responsibility for the conduct of all participants and spectators, as well as full responsibility for the care and condition of all Doylestown Township property and will return the facilities used to "as good" or "better" condition upon completion of the activity. Failure to comply may result in loss of security deposit, additional costs, cancellation of the permit and/or future facility use privileges.

Parking:

General parking. Vehicle access is limited to general parking areas and "loop road" road. Driving to and/or loading/unloading at either pavilion is not permitted.

Restrooms:

Restrooms are located at the rear of **pavilion #1** structure.

Grills:

Gas and charcoal grills are permitted. Grills may not be placed under the pavilion structure and must be supervised at all times. Charcoal from charcoal grills must be removed from the park and is not to be disposed of on the ground or in trash.

Drop Walls:

Drop walls located at **pavilion #1** are available for your use; however, please be advised that it is the users responsibility to return them to their upright position prior to leaving the facility. Failure to comply will result in a \$25 security deposit deduction. The "crank" is available to be signed out at the administrative office for an additional \$25 deposit and must be returned the first working day following use.

Waivers:

All waiver requests must be pre-approved and associated fees/deposits paid in full in advance of the event/activity.

- Crank for drop walls
- Sports Field
- Electricity Waiver
- Sound Amplification Waiver
- Tent Waiver (may not exceed 20' x 20')
- Special Use (may require a Special Event Application)