



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. ATTENDING

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

<input checked="" type="checkbox"/> Rental Fee (required)	Rental	\$ <input style="width:80%;" type="text"/>
Other permit requests (additional fees required):		
<input type="checkbox"/> Electricity *	* See Fee Schedule	\$ <input style="width:80%;" type="text"/>
<input type="checkbox"/> Amplified Sound *	* See Fee Schedule	\$ <input style="width:80%;" type="text"/>
<input type="checkbox"/> Tent / Equipment *	* See Fee Schedule	\$ <input style="width:80%;" type="text"/>
<input type="checkbox"/> Sports Field *	* See Fee Schedule	\$ <input style="width:80%;" type="text"/>
<input type="checkbox"/> Special Use / Other (special permission required) *	* See Fee Schedule	\$ <input style="width:80%;" type="text"/>
<input checked="" type="checkbox"/> Security Deposit (required - separate check required)	Security Deposit	\$ 100.00
<input type="checkbox"/> Drop Wall Crank -walls may not be hand lowered (optional)	Security Deposit (\$25)	\$ <input style="width:80%;" type="text"/>
<input type="checkbox"/> Maintenance Fee (required fro 100 or more people)	Security Deposit (\$25)	\$ <input style="width:80%;" type="text"/>

Comments: _____

Total Due

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 month in advance of requested date must be paid via cash or money order.
 - For rentals in which there will be over 100 people, \$25 cleaning fee will be required.
 - Inclement weather cancellations must be made **24 hours** prior to the rental date 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.
 - Tables are **NOT** to be moved.
 - 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.

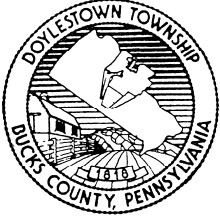
Drop Walls:

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)



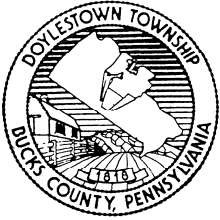
PAVILION RENTAL & ACTIVITY CENTER RENTAL PERMIT RULES & REGULATIONS

Doylestown Township Parks & Recreation Department

The applicant named above having acted in accordance with Township policy is hereby granted permission to utilize the Central Park Pavilion for the purpose identified below and in accordance with the Facility Use Application submitted, approved and on file at the Doylestown Township Administrative Office. All changes and/or modifications to the proposed event must be approved by the Township prior to the scheduled reservation date.

- Parking:** Parking in designated spots **ONLY**.
- 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.
- Rental Time:** The times listed on the permit include the time allowed for arrival, set-up, event, clean-up and restoration of facility. **Tables are NOT to be moved.** Failure to restore tables will result in a **\$25** security deposit deduction.
- Activity Center - **DO NOT PROP DOOR OPEN**
- Decorations:** **Nothing** may be attached to any wall, ceiling or floor.
- Damages:** Permit holders are responsible for any damage caused to the facility and/or its contents during their rental time. Permit holders will be invoiced for all labor and material costs to return Activity center to its previous condition. This applies to cleaning as well as physical damage. All lights must be turned off upon exiting the building.
- Supervision:** Children are expected to be supervised before, during and after event.
- Cancellation:** If Permit Holder cancels rental of the Pavilion or Activity Center the following applies:
- **Cancellation 10 business days in advance of rental**
Rental fee will be refunded minus \$10 administration fee. If date only is changed No fee will be charged.
 - **Cancellation 6 to 10 business days in advance of rental**
Rental fee will be refunded minus a 25% cancellation fee. If date only is changed No fee will be charged.
 - **Cancellation 1 to 5 business days in advance of rental**
Rental fee will be refunded minus 50% cancellation fee.
 - **Cancellation day of event or "no show" - NO Refund**
- Inclement Weather:** Weekend Rentals - Cancellations must be made by 4PM Friday
Weekday Rentals - 24 hr notice

**Doylestown Township
reserves the right to cancel any rental for any reason.**



PAVILION RENTAL & ACTIVITY CENTER RENTAL RULES & REGULATIONS

continued

- Strictly Prohibited:** The following are strictly prohibited:
- Smoking of any kind, open candle flames (except Sterno), possessing or drinking alcoholic beverages, live music or DJ's, gambling, wheeled recreational vehicles, outdoor sports equipment, activities involving water, drug use, firearms & use of profane language
- Animal Policy:** All animals must be on a leash at all times & owner must clean up after them. Activity Center - Service animals **ONLY**.
- Pavilion Condition:** If pavilion is in unsatisfactory condition upon arrival, please notify the office at 215-348-9915 (M-F 8:30am - 4:30pm), after hours & weekends please leave a message.
- Cleaning:** Permit Holder is responsible for cleaning rental facility. Adequate cleaning is defined as leaving the facility in as good or better condition. All trash must be properly bagged and sealed. Any food items must be removed from the facility. Tables are **NOT** to be moved. *****Please note: Maintenance staff is not available after hours or weekends*****
- Limitations:** In accordance with Ordinance #330 (Anti-Littering) Doylestown Township prohibits littering on public grounds including cigarette butts. Noncompliance may result in penalties and fines up to \$300 and/or \$1,000 for littering of tobacco products. Additionally, Ordinance #331 (Anti-smoking) prohibits smoking and or tobacco use within all public buildings and grounds (incl. parks) within Doylestown Township.
- Existing Ordinances #266 (Park System Rules and Regulations) and #208 (Prohibiting use of Skateboards on public streets, sidewalks and parks within Doylestown Township) remain force as do associated fines and penalties.
- Copies of all aforementioned ordinances in their entirety are available for review at the Doylestown Township Administrative Office.
- The concession stand and fireplace are not available for public use.
 - The use of alcohol is strictly prohibited
 - Park amenities (i.e., tot lot, basketball, tennis and volleyball courts) are open to the general public on a first come-first serve basis.
 - Established "Group Days" for Kids' Castle are Tuesday, Wednesday and Thursday from 10 am to 3 pm.
- Emergency:** In the event of an emergency call 911. For non-emergency police assistance call 215-348-4201(M-F 8:30am - 4:30pm) or 215-342-4200 weekends.
- 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.

Doylestown Township shall not, in any manner or for any cause, be liable or responsible for any injury or damage to persons or property in Activity Center or parking lot, and all claims for such injury or damage are here by waived.

Failure to comply with any of the above will result in loss of security deposit.

Signature of Responsible Party / Group Leader

Date