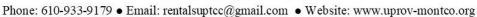


1286 Black Rock Road, Phoenixville, PA 19460





Pavilion Rental Permit Application for Business/Organization

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. Should you have any questions please contact Parks and Recreation at 610-933-9179 for assistance. Office hours are 7:30 a.m. - 4:00 p.m. Monday – Thursday and 7:30 a.m. - 12:30 p.m. on Friday.

Please read ALL information, including the Rules and Regulations. Incorrectly completed applications, or those not received in time, can lead to you losing your rental date(s). All rental applications will be processed on a first come first served basis; we cannot hold dates. All completed paperwork and fees must be received 21 days prior to first rental date. Your reservation is only guaranteed when all necessary paperwork and fees are received and approved by the Parks & Recreation Department. You will receive an email with your permit attached, if approved.

Along with the application, please provide two separate checks payable to Upper Providence Township: one for the Security Deposit and the second check for the Facility usage fee. Your security deposit check will be retained until the end of your rental period, at which time it will be returned to you, if no damage to the facility is noted and rules and regulations are adhered to. Damages that exceed your security deposit will be billed. To ensure the refund of your security deposit, please follow all rules and regulations, and return your Renter's Checklist no later than 5 days after your rental/last day of rentals. Failure to do so will result in loss of security deposit.

After you have completed the application, please return it to Parks and Recreation Rentals, for processing. Our address is:

Upper Providence Township 1286 Black Rock Rd. Phoenixville, PA 19460

It is your responsibility to ensure that all dates/times are correct on your permit. Please contact us immediately if changes need to be made. Please be sure to have your permit with you on the day of the event.

If you are renting as an organization, please provide a Certificate of Insurance, naming Upper Providence Township as additional insured. If you are renting as a Youth Organization, please complete the Child Clearances Affidavit. Please ensure that you and your organization's members understand our Rental Rules & Regulations included in this packet.

Please see UPT Ordinance §209-4 C regarding fund-raising, profitmaking or commercial activities at Township Parks and Facilities.

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

Sincerely,

Sue Hoffman

Sue Hoffman, Director of Parks and Recreation Upper Providence Township



1286 Black Rock Road, Phoenixville, PA 19460

Phone: 610-933-9179 • Email: rentalsuptcc@gmail.com • Website: www.uprov-montco.org



| Contact Name: | | | | | |
|--|--|---|--|--|--|
| Organization: | | | | | |
| Address: | | | | | |
| E-mail: | | | | | |
| Гуре of Event: | | | | | |
| Day of Week, Date & Time of Event: | | | | | |
| ecurity Deposit Check will be shredded after your evou by initialing this box | | | | | rned to |
| FACILITY: Check One | | | TIMESLOT: Check One | | |
| Black Rock Park Pavilion #1 (Skate Park Side) | - Seats approx. 80 | | 10 | :00 am – 2:00 pm | |
| Black Rock Park Pavilion #2 (Playground Side | Rock Park Pavilion #2 (Playground Side) - Seats approx. 60 | | 3:0 | 3:00 pm – 7:00pm | |
| Anderson Farm Park Pavilion - Seats approx. 4 | | | 10 | 10:00 am – 7:00 pm | |
| MacFarlan Park Pavilion - Seats approx. 30 | | | | | |
| | | | | | _ |
| | | | | | |
| Pavilion RENTAL RATES per 4-ho | our Time Block (<mark>Double</mark> | for Full Day Re | ntal) | Security Deposit | |
| Organization Cancellation Policy: To cancel a permit, the perm | it holder must call the Upp | \$150 per Providence Tow | vnship I | \$150 Parks & Recreation Departm | |
| Organization | it holder must call the Upp outing to another available Recreation Department and e of \$25.00 will be charged w 4 to 6 weeks for check re vidence Township's Park I vidence. I further understant by my group to abide by a te in a clean and orderly con the stated guidelines. Full or of the event or use. The | \$150 Deer Providence Toweld and the condition following for the stablished guident for the condition following the c | vnship I refund. ancellat led less ons and ill respo delines a use and any dan ials, em | \$150 Parks & Recreation Departm In case of INCLEMENT W ion. This must be done with than 5 business days prior to agree to abide by all rules a nsibility for all applicable re and /or damage to property/f to cooperate with any Town mage to property or persons uployees, agents, and volunte | EATHER in 24 o event. and ental fees facility/ aship is eers shall |
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1286 Black Rock Road, Phoenixville, PA 19460

Phone: 610-933-9179 • Email: rentalsuptcc@gmail.com • Website: www.uprov-montco.org



Pavilion Rental Rules and Guidelines

General:

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

Your Responsibilities:

- The Pavilions must be cleaned and vacated by the end time on the permit.
 - Set-up, event, and clean-up must all occur within the designated time on your permit. Arriving before or staying beyond the time on your permit may result in loss of security deposit.
- 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

Limitations:

- All park rules must be followed. The use of alcohol, tobacco, and controlled substances is strictly prohibited.
- Parking is 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, moon bounces, climbing walls, pony rides, and other large play items are **not permitted**.
- Amplified sound equipment and generators are **not permitted**.
- The use of confetti, rice, glitter, or any type of celebratory powder and/or birdseed is **not permitted**.
- Charcoal 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.
- You may rent a pavilion for the entire day from 10am to 7pm by paying for both time slots.
- Your approved rental time is stated on your permit. You must be vacated from the pavilion at the end of your permitted time.
- All parks close at sunset.

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.



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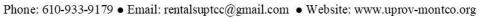


PAVILION USE AGREEMENT

| I, | , the undersigned, with an address at | | | | |
|--|---|--|--|--|--|
| | | | | | |
| and indemnify the Township all liability, known or unkno grounds owned by the Town | d assigns, do hereby remise, release, quitclaim and forever discharge, hold harmless of Upper Providence and its officers, employees, agents and assigns, from any and wn, potential, or otherwise, arising from the use of the pavilion and surrounding ship of Upper Providence by myself and my invitees, including property damage, shall (and my invitees shall) comply with all park rules and regulations. | | | | |
| which they are intended, and | (and my invitees) shall use the equipment and facilities only for the purposes for I for no other purpose whatsoever. I understand that I shall be responsible for or any damage caused to the Township's equipment and/or facilities, excepting that nd tear. | | | | |
| Signature: | | | | | |
| Date: | | | | | |



1286 Black Rock Road, Phoenixville, PA 19460





| PAVILION RENTER'S CHECKLIST | Date and Time of Rental | | | |
|--|-------------------------|--|--|--|
| Return within 5 days of rental for security deposit refund, if approved. Failure to do so forfeits your security deposit. | Name of Renter | | | |
| | | | | |
| PAVILION RENTAL LOCATION | | | | |
| Anderson Farm Park Pavilion | | | | |
| Black Rock Park Pavilion #1 (Skatepark Side) | | Please indicate the | | |
| Black Rock Park Pavilion #2 (Playground Side) | pavilion you rented. | | | |
| MacFarlan Park Pavilion | | - | | |
| | | | | |
| TRASH | | | | |
| Pavilion must be free of trash. | | Please initial boxes | | |
| TRASH CANS must be emptied. | | to confirm that | | |
| NO TRASH may be left outside of trash cans. | | these items have been completed. | | |
| NO TRASH may be left in grassy areas, playground, or parking lots. | Failure to comply | | | |
| TRASH MUST be taken with you or placed in the dumpster if there is space. | | will forfeit deposit. | | |
| | | | | |
| OBJECTS | | | | |
| Building must be clear of hanging objects, decorations, signs, etc. | | Please initial boxes to confirm that these items have been completed. | | |
| Tape must be removed from all pavilion surfaces (you may ONLY use STRING or PAINTER's TAPE to attach items; nails, staples, tacks, etc. are prohibited). | | | | |
| Please report any damage to wood or pavilion structure. | | | | |
| | | | | |
| FACILITIES | | | | |
| Tables must be clean and in original locations. | Please initial boxes to | | | |
| Any damage to tables must be reported. | | confirm that these items have been completed. | | |
| Please check playground/grills for damage or hazards and report to us. | | | | |
| | | | | |