



Upper Providence Township Pavilion Rental Agreement

1286 Black Rock Road, Phoenixville, PA 19460

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



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. Township 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. **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. Failure to do so will result in loss of security deposit.**

Security Deposits: Deposits are \$150. Any damage to Township property and failure to abide by the rules and guidelines will cause your security deposit to be retained. Damages that exceed your security deposit will be billed.

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



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Contact Name: _____

Organization: _____

Address: _____

E-mail: _____ Phone No.: _____

Type of Event: _____ No. Attending: _____

Day of Week, Date & Time 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

FACILITY: Check One	
Black Rock Park Pavilion #1 (Skate Park Side) - Seats approx. 80	
Black Rock Park Pavilion #2 (Playground Side) - Seats approx. 60	
Anderson Farm Park Pavilion - Seats approx. 48	
MacFarlan Park Pavilion - Seats approx. 30	

TIMESLOT: Check One	
10:00 am – 2:00 pm	
3:00 pm – 7:00pm	
10:00 am – 7:00 pm	

Pavilion RENTAL RATES per 4-hour Time Block (Double for Full Day Rental)		Security Deposit
Organization	\$150	\$150

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 check 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

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

Approved by: _____ Date: _____



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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.**
- **Pavilion Rental Checklist must be returned to the office or emailed to: rentalsuptcc@gmail.com**

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**.
- Food trucks, including ice cream trucks, etc., 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.
- Any damages to Township property and failure to abide by these rules and guidelines will cause your security deposit to be retained. Damages that exceed your security deposit will be billed.
- 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.

I have read and agree to abide by these rules and guidelines:

Signature

Date



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PAVILION USE AGREEMENT

I, _____, the undersigned, with an address at

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.

Signature: _____

Date: _____



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PAVILION RENTER'S CHECKLIST		Date and Time of Rental _____
Return within 5 days of rental for security deposit refund, if approved. Failure to return this checklist, or failure to complete any the listed items, forfeits your security deposit.		Name of Renter _____
PAVILION RENTAL LOCATION		
Anderson Farm Park Pavilion		Please indicate the pavilion you rented.
Black Rock Park Pavilion #1 (Skatepark Side)		
Black Rock Park Pavilion #2 (Playground Side)		
MacFarlan Park Pavilion		
TRASH		
Pavilion floor, tables, and the area surrounding the pavilion must be free of trash.		Please initial boxes to confirm that these items have been completed. Failure to comply will forfeit deposit.
TRASH CANS must be emptied.		
NO TRASH may be left outside of trash cans.		
NO TRASH may be left in grassy areas, playground, or parking lots.		
TRASH MUST be taken with you or placed in the dumpster if there is space.		
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 confirm that these items have been completed.
Any damage to tables must be reported.		
Please check playground/grills for damage or hazards and report to us.		

Please email the completed checklist to: rentalsuptcc@gmail.com or drop off at the Township Administration Building at 1286 Black Rock Rd. If after hours, you may leave the checklist in the drop box at the main entrance of the building.