



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

## PAVILION RENTAL APPLICATION

<b>PARK</b> <b>Central Park</b>	<b>USE DATE</b> 1st: _____ 2nd: _____ 3rd: _____	<b>PAVILION (8' tables) Pav #1 - 10 (tables) &amp; Pav 2 - 12 (tables)</b> <input type="checkbox"/> #1 (by fields) <input type="checkbox"/> #2 (by Kids' Castle)	
<b>TYPE OF EVENT PLANNED</b>		<b>DAY (S)</b> <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat	
<b>ORGANIZATION (if applicable)</b>		<b>DOYLESTOWN TOWNSHIP RESIDENT</b> <input type="checkbox"/> yes <input type="checkbox"/> no	<b>NO. ATTENDING</b>
<b>RESPONSIBLE PARTY</b>		<b>EMAIL</b>	
<b>ADDRESS</b>		<b>CITY</b>	<b>ZIP</b>
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Credit Card (MC, VISA or DISCOVER)		<b>PHONE (HOME)</b>	<b>PHONE (WORK)</b>
<b>CREDIT CARD NUMBER</b>		<b>EXPIRATION DATE</b>	<b>CVV (3 digit # on back of card)</b>

### • Central Park Pavilion Fees

- 9am-noon    1pm-4pm    5pm-dusk

<b>3 Hour Blocks # of attendees</b>	<b>Residents</b>	<b>Non-Residents</b>
Up to 74	\$125	\$145

- 9am-2pm    3pm-dusk    9am-dusk

<b>Over 75 and/or Corporate</b>	
½ day	\$175
Full day	\$200

Security Deposit (required) <b>Check only accepted</b> .....	\$100 (minimum)
Crank for drop walls (Hand manipulation <b>will</b> result in loss of security deposit) .....	\$ 25 (Security Deposit)
Sound Amplification Waiver (Contained within space).....	\$ 25 per day
Tent Waiver (limited to 20 X 20 and Placement as directed by township).....	\$ 15 per day/location
Electric (time in to time out).....	\$ 10 per hour

Does not include access to indoor concession area, fireplace or sports fields. Rentals requested within 1 month - requires payment by credit card, cash or money order

*I acknowledge having received and read Doylestown Township Ordinance No. 266 - relating to Park System Rules and Regulations and agree 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 lease 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	\$
<b>Other permit requests (additional fees required):</b>		
<input type="checkbox"/> Electricity * \$10 per hour (time in time out)	* See Fee Schedule	\$
<input type="checkbox"/> Amplified Sound * \$25	* See Fee Schedule	\$
<input type="checkbox"/> Tent Waiver (limited to 20x20 & placement directed by township) * \$15	* See Fee Schedule	\$
<input type="checkbox"/> Sports Field * not always available due to league/other uses	* See Fee Schedule	\$
<input type="checkbox"/> Special Use / Other (special permission required) *	* See Fee Schedule	\$
<input checked="" type="checkbox"/> Security Deposit (required - separate check only)	<b>Security Deposit</b>	<b>\$ 100.00</b>
<input type="checkbox"/> Drop Wall Crank - walls are not to be hand lowered (Pavilion 1 Only)	Security Deposit (\$25)	\$

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_

Total Due

The time frame listed on the permit includes **SET UP AND CLEAN UP**. Please do not arrive prior to the time listed on your permit. It is important that your group is cleaned up and ready to leave by the ending time specified on the permit.

**Pavilion Rental Rules & Rental Guidelines:**

1. All Doylestown Township Parks & Recreation Rules and Regulations shall remain in effect at all times throughout the duration of the permit.
2. All animals must be on a leash at all times and owner must clean up after them. It is the responsibility of the permit holder to police all family and friends. **No animals are permitted within the Kid’s Castle Playground or wooded area.**
3. Doylestown Township Staff and the Doylestown Township Police have the right to enforce all permits and park rules. In case of **EMERGENCY** call 9-1-1.
4. If anyone is at the pavilion at the time of your rental that is not part of your group, please make sure to have your permit with you. Call the Radio Room at 215-348-4200 for Police assistance if needed.
5. Please remember to be courteous as other groups may be renting the pavilion after your group. All groups are limited to use of the facilities noted on their permit. All other park amenities (i.e. playground area, basketball courts, tennis courts, fields, etc.) are open to the general public on a first come-first serve basis unless being used in accordance with a Township issued permit.
6. The pavilion must be cleaned and vacated by the stated ending time. The parking lot and immediate facility area are considered part of the facility and must be free from litter.
7. Tables are not to be moved for any reason – moving tables will forfeit your security deposit.
8. Restrooms are located at the rear of Pavilion #1 and are open to the public.

**Rules & Regulations: The following are NOT permitted with rental of pavilions.**

1. **ALCOHOLIC BEVERAGES:** The use of alcohol and controlled substances are strictly prohibited within all Township facilities.
2. **SMOKING:** Smoking is prohibited; this includes cigarettes, cigars, pipes, chewing tobacco & other like tobacco products.
3. **VENDORS/SALES TO PUBLIC:** Vendors are not permitted in the park except by special permit issued by Doylestown Township.
4. **PARKING:** Parking in designated parking spots **ONLY**. Driving on the walking path or parking on the grass is **STRICTLY** prohibited.
5. **OPEN FIRES OR FIREWORKS:** Pavilion 1 Fire Place – **NOT FOR PUBLIC USE**. Grills are available at Pavilion 2. No open candle flames (except Sterno).
6. **NAILS, TACKS OR STAPLES:** Do not attach decorations by nails, tacks or staples on pavilion poles, picnic tables, etc.
7. **EXTRAS:** Live music or DJ’s, gambling, wheeled recreational vehicles, outdoor sports equipment, inflatable structures, activities involving water, drug use, firearms & use of profane language are prohibited.
8. **GLASS CONTAINERS:** Are prohibited in the park at all times.

**Cancellation and Inclement Weather**

To cancel a permit, the permit holder must call the Parks & Recreation Department at 215-348-9915; you may reschedule your canceled outing to another available date. We are happy to work with you to find an alternate date for your event!

**CANCELLATION POLICY IS AS FOLLOWS:**

1. There will be no refunds for no shows.
2. Cancellations up to 72 hours prior to your rental will be refunded minus 25% cancellation fee.
3. Cancellations 48 hours prior to your rental will be refunded minus 50% cancellation fee.
4. Cancellations less than 48 hours prior to your rental no refunds.
5. **INCLEMENT WEATHER (Required):** Weekend - Cancellations must be made by 4PM Friday / Weekday - 24 hr. notice

**Disregarding of rules as specified and/or posted will result in forfeiture of security deposit in full.**

*Doylestown Township shall not, in any manner or for any cause, be liable or responsible for any injury or damage to persons or property while using park system facilities; all claims for such injury or damage are here by waived.*

\_\_\_\_\_  
Signature of Responsible Party / Group Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name