

**RENTAL DATE:**

Today's Date: \_\_\_\_\_



**BOROUGH OF KUTZTOWN**  
**PARKS FACILITY RENTAL AGREEMENT**

Reservations for the current year will be accepted anytime; however, reservations for the following year will be accepted beginning October 1 (if falling on a weekday), otherwise the first workday in October. All reservations for Park Pavilions and the Bandshell must be made in advance and pre-paid prior to the event. All payments should be made at the Borough of Kutztown Municipal Building located at 45 Railroad Street, Kutztown, PA 19530, during normal business hours, Monday through Friday, from 8:00 a.m. to 4:00 p.m. All phone reservations made must be paid in-full within five (5) business days of reserving, or the reservation will not be guaranteed. Reservations for Pavilions and the Bandshell are on a first come first served basis, and can be reserved any time on or after October 1 for the upcoming year/season.

**DIRECT ALL QUESTIONS TO THE BOROUGH OFFICE: 610-683-6131.**

APPLICANT/GROUP NAME: \_\_\_\_\_  
PURPOSE/NAME OF EVENT: \_\_\_\_\_  
APPROXIMATE # OF PERSONS ATTENDING: \_\_\_\_\_

APPLICANT/CONTACT PHONE #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

BOROUGH OF KUTZTOWN RESIDENT: \_\_\_\_\_ Yes \_\_\_\_\_ No  
IN-TOWN CIVIC ORGANIZATION/SCHOOL: \_\_\_\_\_ Yes \_\_\_\_\_ No

RENTAL DATE: \_\_\_/\_\_\_/\_\_\_ DAY OF THE WEEK: (Fri., Sat., etc.): \_\_\_\_\_  
START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

PAVILION REQUESTED: (Check the pavilion and circle the applicable rate below.)

<u>Rental Rates</u>		Non-Resident	Borough
<u>Name</u>	<u>Boro Resident</u>	<u>Family/Group</u>	<u>Civic/Church</u>
_____ Flora Pavilion (near Maint. Garage)	\$ 60	\$ 85	\$ 25
_____ Ceres Pavilion (near Grange)	\$ 60	\$ 85	\$ 25
_____ Pomona Pavilion (near Legion Field)	\$ 60	\$ 85	\$ 25
_____ Scooter Building	\$ 75	\$ 110	\$ 35
_____ Brick Pavilion (by tennis courts)	\$ 75	\$ 110	\$ 35
_____ Bandshell	\$ 75	\$ 110	\$ 35
_____ North Park Pavilion	\$ 60	\$ 85	\$ 25
_____ North Park Gazebo	\$ 50	\$ 75	\$ 25
_____ North Park Pavilion & Gazebo	\$ 100	\$ 125	\$ 40

## **PAVILION RESERVATION RESTRICTIONS:**

**Kutztown Day:** The Bandshell, Scooter Building, and Ceres Building will not be available for rent on Kutztown Day, which is normally held the first Sunday in August.

**Scooter Building:** The Scooter Building is only available evenings and weekends.

## **RENTAL RULES/PARK RULES**

1. The applicable individual rental rate is dependent upon the residency of the person booking the rental. For in-town rates, the person booking must live in the Borough of Kutztown and must provide evidence of residency when booking/paying.
2. Alcoholic beverages are not permitted on Borough Park property.
3. All renters and participants must observe posted Park operating hours from 7:00 a.m. to 10:00 p.m.
4. Applicants are responsible for clean-up in and around the pavilion and responsible for placing the debris in the trash receptacles provided at the rental site.
5. Applicants are responsible for any damage caused to the Park facilities by their event attendees.
6. If you move tables and equipment, they must be returned to their original location upon leaving.
7. Athletic Fields are not reserved. It is permissible to use the fields, provided they are not being used that day for practices, games, or tournaments.
8. Stationary charcoal grills are provided at five of the Pavilions (Ceres, Flora, Pomona, Brick and North Park) for your use. If you decide to bring your own grill (propane, smoker, etc.) you are required to make sure it is operated safely, at your own risk, and removed promptly at the end of your event.
9. No food or other items may be sold in the Park by individuals or groups, unless special permission has been granted by the Borough of Kutztown.
10. Electric is provided in all pavilions and bandshell for your use with payment of your rental fee. No electric will be provided for individuals/groups unless a pavilion is reserved and payment made in full. Please do not overload the receptacles in the pavilions. Use only one plug at each outlet to minimize overloading, and to prevent the circuit breakers from tripping.
11. Parking on the grass areas is prohibited, and your attendees will be ticketed accordingly. Park only in the designated parking spaces provided.
12. With the exception of the Dog Park area, no dogs or other domesticated animals are allowed in the park unless restrained by a chain or leash not exceeding six (6) feet in length. No dogs or other domesticated animals are allowed to urinate or defecate within any play area or athletic fields within the Park.

