

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 (or the first work day in October). All reservations for Park Pavilions and the Band Shell 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 Band Shell are on a first-come, first-served basis, and can be reserved any time on or after October 1 for the upcoming year/season. Official use of rented facilities is May 1.

PLEASE DIRECT ALL QUESTIONS TO THE BOROUGH: 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>BOK 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 Band Shell, Scooter Building and Ceres Pavilion 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. A letter of request must be submitted to the Public Works Committee at least 30 days in advance for consideration of special events in the park, Scooter Building rental or Band Shell rental. All letters of request can be E-mailed to Brian Bailey, Public Works Superintendent, at bbailey@kutztownboro.org, or mailed to him at 45 Railroad Street, Kutztown, PA 19530.
2. The applicable individual rental rate is dependent upon the residency of the person booking the rental. For in-town rates, the person making the reservation must live in the Borough of Kutztown and must provide evidence of residency when booking/paying.
3. 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.
4. 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.
5. Alcoholic beverages are not permitted on Borough Park property.
6. If you move tables and equipment, they must be returned to their original location upon leaving.
7. All renters and participants must observe posted Park operating hours from 7:00 a.m. to 10:30 p.m.
8. Please do not overload the receptacles in the pavilions. Use only one appliance at each outlet to minimize overloading and to prevent the circuit breakers from tripping. Power strips are not permitted.
9. 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.

10. Applicants are responsible for any damage caused to the Park facilities by their event attendees.
11. 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.
12. Electric is provided in all pavilions and in the Band Shell for your use with payment of your rental fee.
13. Parking on the grass areas is prohibited, and your attendees will be ticketed accordingly. Park only in the designated parking spaces provided.
14. 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.
15. If you encounter any problems or issues with your rental the day of the event, please call: 610-683-6131.

CANCELLATION & REFUND RULES:

1. Cancellations made prior to 15 days of the event will be refundable.
2. The above rule for 15 days notice can be waived per consideration of the Public Works Committee in case of the death of a family member, for a planned family event. These requests for special consideration must be made in writing to the Public Works Committee to be considered.

I hereby certify that I have read, understand and agree to abide by the contents of the Borough of Kutztown policy governing use of Borough facilities, and have read and understand the agreement in its entirety including all Rental Rules/ Park Rules. I understand that, as the applicant, I am responsible for supervision of all participants in this activity. As the sponsor of this event, I understand that I and my group/business will be held financially liable for any damage to Borough property, and furthermore can be cited criminally, should such actions by myself or any of my group/event members using the facility, warrant criminal penalties, citations and/or fines.

In addition, the undersigned agrees to hold the Borough of Kutztown, its elected and appointed officials, and employees, harmless from any and all claims, demands, suits or losses, thereof arising out of or connected with this rental permit and the activities of the event, and the participants/renters.

_____ /_____/_____
Applicant/Contact Person Signature Application Date

For Borough Use Only

Total Rental Amount Due: \$_____ Total Paid: \$_____

Cash/Check #: _____ Date Paid: ____/____/_____

Received By Borough of Kutztown (BOK): _____

(BOK Employee Signature)