



BOROUGH OF KUTZTOWN

PARK PAVILION RENTAL INFORMATION

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).

FEES MUST BE PAID NO LATER THAN FIVE (5) DAYS AFTER THE RESERVATION IS MADE *except for reservations made less than fifteen (15) days prior to the event, which must be paid on the day the reservation is made.*

From May 1 to September 30, full refunds will be given for cancellations received at least fifteen (15) days prior to the event date.

From October 1 to April 30, cancellations will be accepted until thirty (30) days prior to the event date and a full refund will be given.

No refunds will be given for cancellations of reservations made within fifteen (15) days of the event date.

The only exception to refund provisions is the death of a family member.

PLEASE NOTE:

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.

The Scooter Building is only available evenings and weekends.

NO ALCOHOL IS ALLOWED IN THE PARK.

If you have any questions, please call 610-683-6131, Monday through Friday, between 8:00 a.m. and 4:30 p.m.

A fee schedule of the park facilities that are available for reservations is below.

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BOROUGH OF KUTZTOWN

PARK PAVILION RENTAL INFORMATION CONTINUED

Pavilion Rental Fees – subject to change without notice.

Pavilion Rented	Approximate Number of People	In-Town Charge	Out-of-Town Charge	In-Town Church, Civic and School Organizations
Band Shell	100	\$75	\$110	\$35
Scooter Building	130	\$75	\$110	\$35
Brick Pavilion	50-100	\$75	\$110	\$35
Ceres Pavilion	50-60	\$60	\$85	\$25
Flora Pavilion	50-60	\$60	\$85	\$25
Pomone Pavilion	50-60	\$60	\$85	\$25
North Park Pavilion	40	\$60	\$85	\$25
North Park Gazebo	4	\$50	\$75	\$25
North Park Pavilion and Gazebo	44	\$100	\$125	\$40

Pavilion Amenities:

Band Shell:	No grills allowed. Has electric, lights and outlets, is a locked pavilion, closed up area located in the old park area near the playground.
Scooter Building:	Electric, lights, outlets, no grills allowed, is a locked pavilion, closed up area, located in the old park area near the playground. Weekend & evening rental only.
Brick Pavilion:	Electric, outlets, water, fireplace, large grill, open pavilion, located in the lower park area near the tennis courts.
Ceres Pavilion:	Electric, lights, outlets, small grill, open pavilion, located in the old park area near the Kutztown Grange Hall.
Flora Pavilion:	Electric, lights, outlets, small grill, open pavilion, located across the street from the Brick Pavilion at the tennis courts – in the lower park.
Pomone Pavilion:	Electric, lights, outlets, small grill, open pavilion, located near the Legion ball field.
North Park Pavilion:	Charcoal grill

PLEASE NOTE:

- 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.

- Minimum charge (see rate schedule) for churches, church organizations, civic groups, schools and school related organizations only in the Borough of Kutztown. **(Kutztown University is not in the Borough).**
- 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.
- The first reservation accepted for the current year is the May 1 (or the first work day in May) and the last day we accept reservations for the current year is the first Friday in November.
- On Kutztown Day (typically the first Sunday in August), we do not rent out the Scooter Building, Band Shell or Ceres Pavilion. These pavilions are reserved for the Kutztown Day Committee's use only.
- 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.
- 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.
- No electric will be provided for individual groups unless a pavilion is reserved and paid in full.
- Pavilions may be utilized free of charge on a first-come, first-served basis; however, if there is a reservation scheduled for the pavilion, you may not use it on the day of the reservation. A reservation sign is normally posted, but if a sign is not posted, it does not mean that there isn't a reservation at the pavilion. If a group shows up for the pavilion and has a paid reservation form, that group would have priority over the pavilion. Electric will not be turned on unless the pavilion is reserved.
- **PARK RULES:**
Park rules (as follows) as well as additional rules/regulations can be found posted in the park. It is everyone's responsibility to read and adhere to these rules. Rules and regulations are enforced.
- Alcoholic beverages are not permitted on Borough Park property.
- If you move tables and equipment, they must be returned to their original location upon leaving.
- Parking on the grass areas is prohibited, and your attendees will be ticketed accordingly. Park only in the designated parking spaces provided.

- All renters and participants must observe posted Park operating hours from 7:00 a.m. to 10:30 p.m.
- 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.
- 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.
- All Dog Park users must register with the Borough. Registration forms (<http://www.kutztownboro.org/departments/parks/docs/DogParkForm.pdf>) can be picked up and mailed to: 45 Railroad Street, Kutztown, PA 19530.
- North Park hours are dusk to dawn.

**CALL 610-683-6131 FOR ANY PROBLEMS
CONCERNING YOUR RESERVATION.**