

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 workday 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 from May 1 through the first Friday in November.

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

- We will have an outside caterer, food vendor/vendor trucks, and/or live animals, such as horse/pony, goats, petting zoo etc., at the event:
_____ Yes _____ No
- The event will be advertised as a community event and open to the public outside of our organization: _____ Yes _____ No
- We will have outside entertainment or games/rides at the event. Ex: DJ, band, magician, face painter, moon bounce, dunk tank, etc.: _____ Yes _____ No

RENTAL DATE: ____/____/____ DAY OF THE WEEK: (Fri., Sat., etc.): _____

START TIME: _____ END TIME: _____

PAVILION REQUESTED:

Please check the pavilion and circle the applicable rate below.

	Approximate Number of People	BOK Resident Rate	Non Resident Rate	BOK Business For Profit Rate	Non BOK Business For Profit Rate	BOK Church, Civic and School Organizations Rate
Band Shell	100	\$75	\$110	\$125	\$160	\$35
Scooter Building	130	\$75	\$110	\$125	\$160	\$35
Brick Pavilion	50-100	\$75	\$110	\$125	\$160	\$35
Ceres Pavilion	50-60	\$60	\$85	\$110	\$135	\$25
Flora Pavilion	50-60	\$60	\$85	\$110	\$135	\$25
Pomone Pavilion	50-60	\$60	\$85	\$110	\$135	\$25
North Park Pavilion	40	\$60	\$85	\$110	\$135	\$25
North Park Gazebo	4	\$50	\$75	\$100	\$125	\$25
North Park Pavilion and Gazebo	44	\$100	\$125	\$150	\$175	\$40

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

PAVILION RESERVATION RESTRICTIONS:

Kutztown Day: The Band Shell, Scooter Building and Ceres Pavilion will not be available for rent on Kutztown Day, which is typically held the first Sunday in August.

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

RENTAL RULES/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.

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, events which would be open to the public outside of your organization, 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 resident rates, the person making the reservation must live in the Borough of Kutztown and must provide evidence of residency when booking/paying. Minimum charge (see rate schedule) applies to churches, civic and school organizations only in the Borough of Kutztown (**Kutztown University is not in the Borough**).
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 and illegal controlled substances are not permitted on Borough Park property.
6. If you move tables and equipment, they must be returned to their original location upon leaving. **Please note that tables are not washed by the Borough prior to each rental. If this is a concern, please consider bringing table coverings.**
7. All renters and participants must observe posted Park operating hours from 7:00 a.m. to 10:30 p.m. North Park hours are dusk to dawn.
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.

CANCELLATIONS AND REFUNDS:

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 emergency.

By signing below, 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 and legally responsible for disruptive conduct, such as excessive noise or vandalism, any damage to Borough property and any other infractions of the rental agreement, park ordinances, Borough of Kutztown ordinances, and State and Federal laws. Furthermore, I understand that I and my group/business 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. By entering the Parks and facilities, you agree to follow all posted instructions in the Borough of Kutztown Parks and facilities, as well as any verbal instruction given by Borough of Kutztown staff.

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.

HEALTH WARNING:

Anyone planning to enter the Kutztown Parks and facilities must adhere to all current CDC and PA Department of Health guidelines.

Additionally, the Borough of Kutztown reserves the right to revoke any rental agreement prior to the start of the event.

_____/_____/_____
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)