

**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: (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
_____ Band Shell*	\$ 75	\$ 110	\$ 35
_____ North Park Pavilion	\$ 60	\$ 85	\$ 25
_____ North Park Gazebo	\$ 50	\$ 75	\$ 25
_____ North Park Pavilion & Gazebo	\$ 100	\$ 125	\$ 40

*\*Please see Band Shell Commercial Rates listed below.*

**\*BAND SHELL COMMERCIAL RATES (as of 5/20/2021):**

For profit commercial rental rate:	\$500.00
Out-of-area not for profit commercial rental rate:	\$250.00

**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, 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](mailto: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 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 or scrubbed, by the Borough of Kutztown, 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.
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.

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 be 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

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**For Borough Use Only**

**Total Rental Amount Due:** \$ \_\_\_\_\_ **Total Paid:** \$ \_\_\_\_\_

**Cash/Check #:** \_\_\_\_\_ **Date Paid:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Received By Borough of Kutztown (BOK):** \_\_\_\_\_

**(BOK Employee Signature)**