

PARK RESERVATION FORM

Date of Rental: ____/____ M T W T F S S Arrival Time: ____ Departure Time: ____
(Between the hours of 10:00 a.m. and 8:00 p.m.)

Organization / Group Name: _____

Contact Person: _____

Contact Address: _____

Contact Phone: _____ Alternate Phone: _____

Approximate Number of Attendees: _____

Rental Selection:	Resident	Non-Resident	Security Deposit
Large Pavilion	\$150 _____	\$225 _____	\$200 _____
Large Pavilion w/Kitchen	\$200 _____	\$275 _____	\$200 _____
Small Pavilion	\$ 75 _____	\$125 _____	\$150 _____
Stage	\$ 75 _____	\$100 _____	\$100 _____
Grandstand Ball Field	\$ 75 _____	\$125 _____	\$ 0 _____
Lakeview Ball Field	\$ 75 _____	\$125 _____	\$ 0 _____
Madison St. Ball Field	\$ 75 _____	\$125 _____	\$ 0 _____

CERTIFICATE OF INSURANCE (Required prior to rental)

The person/company/group must provide a Certificate of Insurance naming the Borough of Mohnton as the Certificate Holder and as the Additional Insured in the amount of one million dollars.

Insurance Company: _____

Policy Number: _____

Effective Date: _____

OFFICE USE ONLY

DEPOSIT RECEIVED: \$ _____ CHECK #: _____ / CASH

FINAL PAYMENT RECEIVED: \$ _____ CHECK #: _____ / CASH

SECURITY DEPOSIT CHECK RECEIVED: \$ _____ SECURITY DEPOSIT RETURNED: _____

INSPECTED BY: _____ DEPOSIT: RETURN _____ HOLD _____

PARK RENTAL POLICY

Reservations will be accepted beginning at 8:00 a.m. on the second Monday of January and are accepted on a "first come-first served basis. Reservations must be made in person at the Borough Hall, located at 21 O'Neil Street, Mohnton. A refundable Security Deposit is required for all rentals and must be paid at the time the reservation is made. Fifty percent (50%) of the rental fee must be paid at the time of the rental request and the balance of the rental fee is due within thirty (30) days. We accept cash or personal checks as forms of payment.

Rental Policy: The customer who makes the reservation 1) will be listed on the permit as the permit holder; 2) must be the person who signs the permit; 3) will be required to show identification and proof of address; 4) is the person to whom the deposit will be refunded. Company rentals must provide proof of business address to receive a resident discount.

Cancellation Fee Policy: Reservation cancellations will result in a penalty in the amount of 50% of the rental fee.

Security Deposit Return: At the end of the event the rented facility will be inspected for cleanliness and damage by the Borough representative and the Contact Person. Any significant damage will be documented and cost for repairs will be determined prior to the return of the Security Deposit.

FACILITY	Seating Capacity	Electric Outlets	Lighting	Restrooms	Parking	Play Equipment	Basketball Courts	Tennis Courts
Large Pavilion	120	No	Yes	Yes	Yes	Yes	Yes	No
Large Pavilion, Kitchen		Yes	Yes	Yes	Yes	Yes	Yes	No
Small Pavilion	75	Yes	Yes	Yes	Yes	Yes	Yes	No
Stage	No	Yes	Yes	Yes	Yes	Yes	Yes	No
Grandstand Ball Field	250	No	No	Yes	Yes	Yes	Yes	No
Lakeview Ball Field	60	No	No	Yes	Yes	Yes	Yes	No
Madison St. Ball Field	0	No	No	Portable	Yes	No	Yes	Yes

RULES & REGULATIONS

1. Decorations may not be stapled, nailed, or taped to painted columns or walls.
2. Pets are prohibited with the exception of **CERTIFIED** service dogs.
3. Smoking is prohibited in pavilions, restrooms and all play areas. **SMALL LUNGS AT PLAY**
4. Alcohol is prohibited on park property.
5. Explosives (**FIRE WORKS OF ANY TYPE**) are prohibited on park property.
6. This is a public park/playground and a **DRUG FREE ZONE**.
7. Music or general noise must be at a level that will not disturb other park users.
8. Parking is not permitted in the pavilion driveway. This is a designated Fire Lane.
9. Gas grills may be used but are not permitted in the pavilions.
10. If picnic tables are moved they must be returned to their original locations.
11. Trash and recycle must be deposited in the containers provided.
12. The Contact Person must remain at the rental location until the facility is inspected for cleanliness and damage.

I the undersigned have read and understand the Park Rental Policy.
Contact Signature: _____