



*Township of Upper Pottsgrove*  
 MONTGOMERY COUNTY, PENNSYLVANIA  
 1409 Farmington Avenue Pottstown, PA 19464  
 Phone: 610-323-8675 Fax: 610-327-1967

## PAVILION RESERVATION REQUEST FORM

Two Locations: Heather Place Park, 1420 Heather Place and Sunset Park, 1401 N. Charlotte Street

### RULES & REGULATIONS for use of UPPER POTTS GROVE PAVILIONS

**I. RESERVATIONS:**

- A. All groups must make applications and pay fees as stated in the park policy.
- B. All reservations are made with the Township office to alleviate any conflicts.
- C. All groups will have proper adult supervision.
- D. Be prepared to empty the trash cans **before and after** your event as the pavilions are not monitored between 3:30pm Friday through 7:00am on Monday. All groups must either take their garbage home or bring it over to the Public Works' blue dumpster after the event, wipe down the tables and sweep the floor. Please bring your own broom & dustpan.
- E. No driving through to the pavilion or parking on the grass.

**II. NON-REFUNDABLE FEES to RESERVE (Make checks payable to Upper Pottsgrove Twp.):**

Upper Pottsgrove Residents: \$30.00 Non-Residents: \$50.00

**III. REFUNDABLE FEE: (Make a separate check payable to Upper Pottsgrove Twp.):**

**Pavilion Security Deposit: \$100.00 (Please put email address on check) ~ Will be refunded upon your contact with our police department @ (610) 326-8446, BEFORE vacating the area, for inspection of the pavilion by township staff for cleanliness.** If you reach the Montgomery County Dispatcher when you call, tell them that you are ready for an officer to inspect the pavilion. Failure to notify the police would result in forfeiture of the deposit. If the inspection is satisfactory, the deposit check will be voided, scanned in and the image will be sent to you via email within 10 business days of the inspection.

### APPLICATION

<u>          </u> <b>HEATHER PLACE PARK PAVILION</b>	<u>          </u> <b>SUNSET PARK PAVILION</b>
GROUP ACTIVITY _____	No. of PEOPLE: _____
RESERVATION DATE _____	START TIME: _____ END TIME: _____
PERSON RESPONSIBLE _____	
ADDRESS _____	
PHONE _____	EMAIL _____

### LIABILITY RELEASE

1. We release and discharge Upper Pottsgrove Township from any and all claims or causes of actions in law and equity arising from our activities listed above on this form and on Upper Pottsgrove Township property.
2. We also release and discharge all right of claims for contribution and indemnification against Upper Pottsgrove Township by ourselves or such claims by any third parties in the event it becomes necessary to join Upper Pottsgrove Township as an added defendant in action brought by ourselves as a result of any of the above described occurrences.
3. We also agree to indemnify and hold harmless Upper Pottsgrove Township from any and all actions, claims and damages that Upper Pottsgrove Township would be obligated to third parties from actions arising out of our use of Upper Pottsgrove Township property.
4. We also agree to comply with all ordinances, statues and regulations of all local, State and Federal authorities and understand that failure to comply will result in revocation of our application and may also lead to fines and penalties.

*Authorized signature indicates full understanding and acceptance of terms of the application. Any violation(s) will be cause for termination of this agreement by the Township.*

DATE: _____	APPLICANT SIGNATURE: _____
DATE APPROVED: _____	APPROVED BY: _____
	TITLE: _____

# PARK RULES

# NO

- ALCOHOLIC BEVERAGES
- ILLEGAL DRUGS
- CAMPING
- FIRES EXCEPT IN COOKING GRIL
- TREE CUTTING
- UNREASONABLE NOISE
- MOTORIZED VEHICLES
- PETS WASTE
- PROFANITY
- LITTERING
- GUNNING
- ARCHERY



**PARK CLOSES AT SUNSET**

*Board of Commissioners*

**HEATHER PLACE PERMANENTLY  
PRESERVED FOR PUBLIC USE  
BY UPPER POTTS GROVE TOWNSHIP  
PARK & RECREATION COMMISSION**



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CC: Highway  
Police Chief + P.D. Adm. Ass't.

Webpage: [uptownship.org](http://uptownship.org)  
Email: [administration@uptownship.org](mailto:administration@uptownship.org)  
(over)