



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

Submit form & payment to UPT, 1409 Farmington Avenue, 19464

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. Use only painters' tape to secure decorations. Failure to remove tape will result in forfeiture of deposit.
- E. 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, remove decorations and sweep the floor. Please bring your own broom & dustpan.**
- F. **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: \$45.00 Non-Residents: \$65.00

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

Pavilion Security Deposit: \$100.00 ~ 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> HEATHER PLACE PARK PAVILION	<u> </u> SUNSET PARK PAVILION
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: _____

CC: Highway Police Chief + P.D. Adm. Ass't. Webpage: uptownship.org
 Email: administration@uptownship.org
 (over)

Activities/uses prohibited unless permitted by the Township. The following activities/uses are prohibited in parks and open space, except when specifically permitted in writing by the Open Space and Recreation Board and the Board of Commissioners upon application thereto.

Will you be having/doing:	Please circle	
(1) Sound-amplification equipment.	Yes	No
(2) Camping and/or bonfires.	Yes	No
(3) Gardening.	Yes	No
(4) Organized team and/or league sports.	Yes	No
(5) Music, theatrical, or other entertainment such as Bouncy House.	Yes	No
(6) Soliciting of any kind or engaging in commercial activities.	Yes	No
(7) Activities/events which occur between the hours of sunset and sunrise.	Yes	No

If the answer to any of the above is “Yes,” this application must be approved by both the Open Space and Recreation Board and the Board of Commissioners prior to the date of the event (reservation date). Please submit in time for review and approval by both prior to the date of your event. The signature of both Boards below signifies approval of the event with the items marked as “Yes” above.

**OPEN SPACE AND RECREATION BOARD OF
UPPER POTTS GROVE TOWNSHIP**

BY: _____
Chairman

**BOARD OF COMMISSIONERS OF
UPPER POTTS GROVE TOWNSHIP**

BY: _____
President

PARK RULES

NO

- ALCOHOLIC BEVERAGES
- ILLEGAL DRUGS
- CAMPING
- FIRES EXCEPT IN COOKING GRILLS
- 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
PARKS & RECREATION COMMISSION.**