

WILLIAM DELONG MEMORIAL PARK PAVILION RENTAL INFORMATION & RULES

All reservations for a pavilion must be made at least two weeks prior to the event and must be pre-paid. Reservations cannot be confirmed until payment is received. **The payment is not refundable.** Reservations can be made at the Township Office, 127 Quarry Road, Kutztown, PA, Monday through Thursday 7:00 am -12:00 pm and 1:00 pm – 4:00 pm and Friday from 7:00 am to 11:00 am. Reservations will be accepted starting January 2nd for the current year. If you have any questions, please call 610-683-6518 during the hours as stated above. **IF YOU ARE RENTING THE KITCHEN, KEYS MUST BE PICKED UP AT THE TOWNSHIP OFFICE THE WEEK OF YOUR EVENT.**

Rules:

NO ALCOHOLIC BEVERAGES ALLOWED. ALL VEHICLES MUST PARK IN PARKING AREA – PARK IS FOR PEOPLE, NOT FOR VEHICLES.

- Notify the Township Manager 24 hours in advance of your function if the pavilion is not presentable, so you will not be held responsible for damages. If there is no response at the above telephone number, please call 610-207-5490.
- **Clean up ALL waste and debris and put it in plastic garbage bags, tie the bags securely, and put the bags in the dumpster provided within the park.** If you put up decorations, be certain to remove all tape, staples, thumb tacks, etc. and return tables to their original positions.
- Music shall cease by 9:00 pm, unless approved by the Township, and the pavilion must be vacated by 11:00 pm.
- All cleanups must be done on the same day, so the pavilion is ready for the next day’s booked function.
- Restroom facilities auto lock at sundown, time approximated. Do Not Prop Doors Open – No Exceptions.
- We hope your function is successful and you enjoy the park facilities. We maintain the pavilion and park facilities for the pleasure and use by all Township residents, and we are proud to make it available for your function.
- If using the kitchen, you must pay an additional \$100.00 deposit on a separate check. (Rental Fee on one check and Kitchen deposit on another check).

Name of Applicant: _____ Phone #: _____

Person Responsible during the Event if different from above _____ Phone #: _____

Address: _____

Reservation Date: _____ Approximate Number Attending: _____

Will you have Entertainment? Yes or No Type of Entertainment _____

Approximate Time Frame of Event: Start Time: _____ End Time: _____

I agree to abide by all rules set forth above and as indicated on the signs within the park area.

_____ Date _____

(Signature of Person Responsible during the Event)

The use of the pavilion, EXCLUDING stove and large refrigerator, can be rented for a deposit of \$100.00, which is refundable after inspection by the Township. If there is any clean-up, damage, or other problem, which requires attention, the cost of the solution to the problem created will be deducted from the deposit. Should the clean up require funds in excess of \$100.00, the applicant will be denied further use of the park for future events until clean-up fees are paid. The use of the gas grill in the kitchen is off limits, since it is the property of the Bowers’ Lions Club.

I agree that when finished with the use of the kitchen facilities, I will restore it to the condition in which I found it or lose my deposit of \$100.00.

MAKE CHECK PAYABLE TO: MAXATAWNY TOWNSHIP _____

Signature of Applicant

To be completed by Township Official

Reservation date above confirmed by: _____ Date of Reservation: _____

Amount Due: _____ Check No: _____ Date Paid: _____

Deposit for Kitchen: Amount: _____ Check No: _____