

**BIRDSBORO RUSTIC PARK PICNIC AREA
RESERVATION APPLICATION**

	Monday-Friday	Saturday, Sunday & Holidays
Non-Profit Organizations -	\$25	\$35
Borough Residents -	\$60	\$100
Non-Residents -	\$75	\$125

Name: _____

Address: _____

City State Zip: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

Organization Name (if applicable): _____

Reservation Date: _____ Reservation Times: _____ to _____

Pavilion # _____ Event: _____

Will there be any exchange of money at this event? If yes please describe: _____

A **\$50.00 deposit** is required when making a pavilion reservation. The balance of the fee is due and payable not less than two weeks prior to the reservation date. **Fees may be paid in person or sent to the Borough of Birdsboro, 202 East Main Street, Birdsboro, PA 19508.** In the event the fee is not paid in full prior to your reservation date, your reservation is subject to cancellation with no refund of the \$50.00 deposit. A \$30.00 charge will be added for any returned check for non-sufficient funds.

The undersigned being the Lessee of a Birdsboro Rustic Picnic Pavilion, does hereby acknowledge that he or she has read the Rules and Regulations and understands same and agrees to be legally bound by these Rules and Regulations. The undersigned further releases and agrees to indemnify and hold harmless the Borough of Birdsboro, its' employees, servants, agents, and personnel, including its Police Department, of any and all charges, judgments, and liabilities of any nature as a result of the utilization of the Rustic Picnic Area.

Date: _____

Lessee

For Office Use Only

PAYMENT INFORMATION

Deposit Amount: _____ Date: _____ Check/Cash _____

Final Payment Amount: _____ Date: _____ Check/Cash _____

Borough Authorization: _____ **Permit Issued**

BIRDSBORO RUSTIC PICNIC AREA

RULES AND REGULATIONS

Borough Council and the Birdsboro Recreation Board have passed the following Rules and Regulations regarding the rental of pavilions in the Rustic Picnic Area. All renters and users of these facilities, as well as their guests, are expected to adhere by these rules carefully.

Reservations: Rental reservations must be made with the Borough Office. Rental applications are available at Borough Hall, 202 East Main Street, Birdsboro or online at www.birdsboropa.org under the "Parks & Recreation" tab. Reservations will not be accepted later than 48 hours prior to the reservation date. A **\$50.00 deposit** is required along with the rental application in order to hold the reservation. Please note that the Borough can only accept cash or checks.

Fees: Fees for utilization of the Rustic Picnic Area and pavilion facilities are as follows:

	<u>Monday-Friday</u>	<u>Saturday, Sunday* & Holidays</u>
Non-Profit Organizations	\$25	\$35
Borough Residents	\$60	\$100
Non-Residents	\$75	\$125
Boy/Girl Scouts	No Charge	No Charge

*Any group/individual renting a pavilion on a weekend more than one time within the same calendar year will be eligible for a 10% discount on each subsequent rental.

Upon pre-approval, there is no charge for Borough/Non-Profit/Service Groups designated as such by Borough Council.

Any organization, group, or individual who plans to use this area for a profit-making project must advise the Borough Hall. The reservation will then be subject to approval of the Borough Council or the Birdsboro Recreation Board.

The balance of the fee is due and payable not less than two weeks prior to the reservation date. **Fees may be paid in person or sent to the Borough of Birdsboro, 202 East Main Street, Birdsboro, PA 19508.** In the event the fee is not paid in full prior to your reservation date, your reservation is subject to cancellation with no refund of the \$50.00 deposit, and the Borough reserves the right to rent the pavilion to another party and retain your deposit.

A \$30.00 charge will be added for any returned check for non-sufficient funds.

Keys and Permit: Rental permits and keys may be picked up 24 hours prior to your event, or on Friday for Sunday events. If you cannot come to the office during normal business hours, the keys and permit will be hung on a set of nails installed outside the Borough Hall office door.

Please return the keys to the designated spot at Borough Hall at the completion of your picnic.

There is a receptacle located outside the office where keys may be deposited. Failure to return keys may be subject to a replacement fee and/or loss of future rental privileges.

Hours: Your rental permit entitles you to use of Rustic Park from 7:00 AM until dark. All picnic activities must end and all vehicles and personal property must be removed no later than 9:30 PM.

Parking: Parking is provided for your convenience. **All vehicles must park in designated parking area.** Vehicles may load or unload at the picnic pavilion. In the event of inclement weather please unload from the gravel or paved area. After unloading your vehicle, please move your vehicle to the designated parking area.

Facility Use: We request that those using the park area do so in a thoughtful and courteous manner to keep it clean and free of damage. Any misuse or unclean pavilions will result in additional charges.

One of the keys you will receive opens an electric control box which is located on one of the rafters in the pavilion. It is required that an adult in your group assume responsibility for turning the electric power off and on, and the power must be turned off when you vacate the picnic area. **Please note that the electrical service for the facility is not designed to carry heavy electrical load.** Examples of permitted electrical appliances at your pavilion are coffee makers, crockpots, and George Foreman Grills.

Restrooms are available and a key will be provided to unlock them. In order to keep them from being vandalized, please lock the restrooms at the end of your picnic. **PLEASE KEEP THE RESTROOMS CLEAN; THEY HAVE BEEN PROVIDED AS A COURTESY TO YOU.**

Please do not move picnic tables from one pavilion to another. Any tablecloths, placemats, etc., that are put on the table should NOT be stapled or nailed into the wood – these staples/nails result in injury to others using the pavilions.

All trash is to be placed in the trashcans provided.

Alcohol: Use of alcohol in Rustic Park is prohibited without the appropriate licensing, insurance, and other requirements set forth in **Ordinance #467**, a copy of which is available in the Borough office.

Conduct: You are responsible for the conduct of your group. Any violation of these Rules could lead to prosecution under Borough Ordinances or denial of the future use of the Rustic Picnic Area.

Children should be closely supervised to prevent accidents. i.e.: Hay Creek, fisherman, horseshoe pitching, walking in front of swings, etc.

All pets brought to the Rustic Picnic Area must be controlled by a leash and handled in accordance with Local and State Ordinances governing pets on public premises.

Amplified, loud, or obnoxious music or noise will be terminated at the discretion of the Borough.

By utilizing the Rustic Picnic Area and renting the pavilion, you are subject to all Borough Ordinances and in particular **Ordinance #264**, which provides in part:

- No person shall bathe or swim within the limits of any recreational area.
- No person shall ride any mini-bike, moped, trail motorcycle, snowmobile, or other **motorized** recreational vehicle in any recreation area.
- The use of bicycles shall be permitted at the Rustic Picnic Area. No bicycles are permitted on any baseball field owned or under the control of the Borough of Birdsboro.
- No person shall ride any motor vehicle, automobile, or other motor vehicle within any recreational area, except to and from the area specifically designated for parking.
- No person shall deface, remove, cut, or damage any trees, plants shrubs, turf, buildings, structures, pipes, appliances, play equipment, or other construction or fixtures in any recreation areas.

All activities at the Rustic Picnic Area are subject to the supervision of appropriate personnel of the Borough of Birdsboro, including Council, the Mayor, Borough Manager, and the Police Department, all of whom are authorized to enforce the Rules and Regulations set forth herein as well as all Borough Ordinances.

THANK YOU AND ENJOY!