

# CHARLESTOWN PARK PAVILION RESERVATION FORM

## FOR OFFICE USE ONLY

Event Date: \_\_\_\_\_ Time Period: \_\_\_\_\_ Pavilion # \_\_\_\_\_

Group Name: \_\_\_\_\_ Function: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Time of Use: \_\_\_\_\_ to \_\_\_\_\_

Applicant Name: \_\_\_\_\_ # Users: \_\_\_\_\_ # Cars: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

Applicant Phone #: \_\_\_\_\_ Phone # at Time of Event: \_\_\_\_\_

See diagram on reverse side to select pavilion:

\_\_\_\_\_ Pavilion #1 (42 persons) \_\_\_\_\_ Pavilion #2 (42 persons) \_\_\_\_\_ Pavilion #3 (42 persons)  
Fee: \$35.00 Fee: \$35.00 Fee: \$35.00

\_\_\_\_\_ Pavilion #4 (78 persons) \_\_\_\_\_ Pavilion #5 (18 persons) \_\_\_\_\_ Pavilion #6 (18 persons)  
Fee: \$50.00 Fee: \$25.00 Fee: \$25.00

*(No fee is charged for non-profit organizations upon proof of 501-C Status. Security Deposit still applies.)*

**NOTE: AFTER APPROVAL, BE SURE TO TAKE THIS FORM AND RESERVATION PLACARD TO YOUR EVENT.**

In addition to the rental fee, a \$50.00 security deposit will be charged per pavilion and is payable when the reservation is made. Cash or checks will be accepted, with checks made payable to Charlestown Township. **Two separate checks need to be submitted.** Security deposit check should be postdated to date of reservation. If pavilion is left in clean condition, deposit check will be returned within 7 business days. Picnic tables are not to be moved. Reservations must be made 7 days in advance. **Rental fee will be forfeited if event is canceled within 7 days of reservation date. Refunds will not be issued due to inclement weather.**

**Mailing Address: Charlestown Township, P.O. Box 507, Devault, PA 19432**

**Additional approval may be required for group events. Proof of Liability Insurance required.**

**I have received, read and accept the rules and regulations noted in the attached Ordinance #199-2016 and the notes on the reverse side of this application form.**

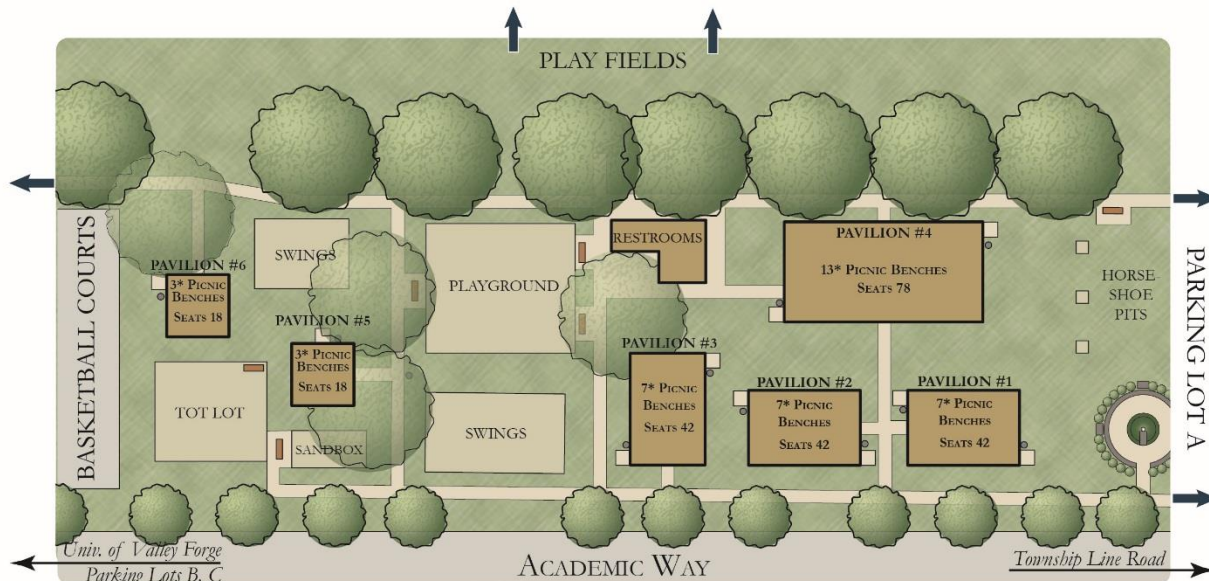
Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR OFFICE USE ONLY - RESERVATION CONFIRMATION

Approved by: \_\_\_\_\_ Date Deposit Returned: \_\_\_\_\_

Proof of Insurance Provided: \_\_\_\_\_

Amount Paid: Rental \$ \_\_\_\_\_ check # \_\_\_\_\_ Deposit \$ \_\_\_\_\_ check # \_\_\_\_\_



- \* ALL PAVILIONS HAVE AT LEAST ONE (1) FULLY ACCESSIBLE ADA-COMPLIANT PICNIC BENCH.
- \* ALL PAVILIONS HAVE ADJACENT CHARCOAL GRILLES AND TRASH/RECYCLING RECEPTACLES
- \* ALL PAVILIONS HAVE 120V AC CONVENIENCE OUTLET(S)



CHARLESTOWN TOWNSHIP PARK  
 100 ACADEMIC WAY  
 PHOENIXVILLE, PA 19460

### PICNIC PAVILION NUMBERING & SEATING CAPACITIES

**Kindly Note:**

1. Reservations will be taken only between April 1 – November 1
2. Reservation is for the pavilion only. Other areas of the Park remain open to public access and use.
3. Your reservation placard and approved permit form serve as official documentation of your pavilion use. The placard must be posted in the appropriate Pavilion placard holder during the reservation period. We recommend posting it prior to your event (up to 24 hours prior) to alert other users you have the pavilion reserved.
4. Your reserved pavilion must be cleaned up and clear prior to the end of your reserved period. Grills must be cleaned following use. Leave charcoal in place to safely burn out. Picnic tables are not to be moved.
5. Nails, tacks or staples on poles or pavilion uprights is prohibited. Decorations may be used with tape provided all decorations and tape are removed at the end of the function.
6. Carry in, carry out policy for trash applies to major events and commercial entities.
7. No entertainment devices such as inflatable play equipment, petting zoos, pony rides, etc. allowed.