

CHARLESTOWN PARK PAVILION RESERVATION FORM

FOR OFFICE USE ONLY

Event Date: _____ Time Period: _____ Pavilion # _____

Group Name: _____ Function: _____

Rental Date: _____ Time of Use (including setup & tear down) _____ 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: A maximum of 2 pavilions may be rented per event.

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

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

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

Pavilion #4 (78 persons)
Fee: \$50.00

Pavilion #5 (18 persons)
Fee: \$25.00

Pavilion #6 (18 persons)
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. UNTIL YOU RECEIVE THIS PLACARD, YOU DO NOT HAVE A RESERVATION.

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 14 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.**

Make checks payable to Charlestown Township.

Mailing Address: Charlestown Township, 11 General Warren Blvd., Suite 1, Malvern, PA 19355

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

I have received, read, and accept the rules and regulations listed on the reverse side of this application form.

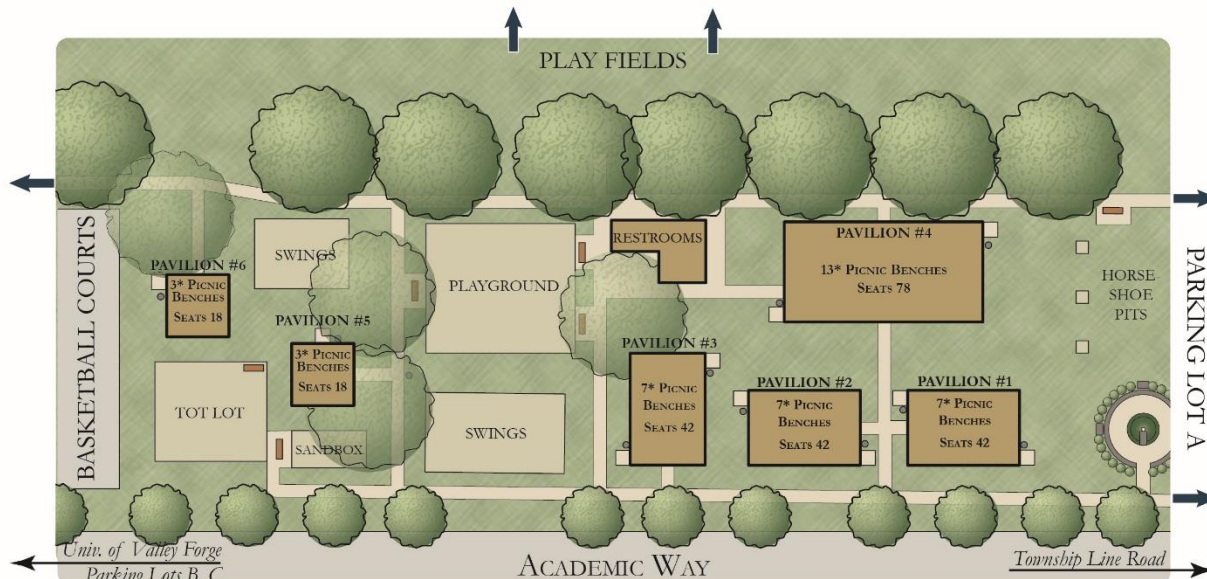
Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY - RESERVATION CONFIRMATION

Approved by: _____ Date Deposit Returned: _____

Proof of Insurance Provided (if applicable): _____

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 (during setup) 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. No glitter or confetti is permitted.
6. Carry in, carry out policy for trash applies to major events and commercial entities. For all users, dispose of any excess trash (above what will fit in receptacles) in the dumpster located in parking lot B past the basketball courts.
7. No entertainment devices such as inflatable play equipment, petting zoos, pony rides, etc. allowed.
8. Alcohol is not permitted.

To Check Availability for a Certain Date: Email admin1@charlestown.pa.us