



Borough of Downingtown

Pavilion Reservation Application

4 West Lancaster Avenue Downingtown, PA 19335 (610) 269-0344 ext. 200
www.downingtown.org

Applicant/Organization Name: _____

Address: _____

Contact person: _____

Phone: _____ Email: _____

Reservation Date: _____ Start Time: _____ End Time: _____

Type of Event: _____

Reservation Sign Info (i.e. Smith Family Reunion, Grace's 1st Birthday): _____

Number of Attendees (check one): 30 & Under 31-50 51-150 150+

Pavilion: Optimist Pavilion Lions' Pavilion Small Pavilion Log House Field/Gazebo

Rules and Regulations

- Pavilion rentals are available on a seasonal basis - May through September. Please check for availability by calling 610.269.0344, Ext. 200 or email info@downingtown.org
- Applicant is liable for any loss, damage or injury sustained by any person and will hold the Borough of Downingtown harmless for any injuries that occur during the course of the event.
- No nails, staples or any other type fastening devices which may damage the pavilion may be used. As stated above, if any of these are used and damages occur you will be charged for the repairs.
- **All Park Rules must be followed.** Motor vehicles and alcohol are not permitted on park grounds- violators will be prosecuted.
- Applicant is responsible for cleaning up after the event and depositing trash in designated containers.
- Applicants are encouraged to retain a copy of the approved permit during use of the pavilion. If another party is occupying your pavilion without a valid reservation, please contact the Downingtown Police Department at 610-383-7000.
- The \$50.00 security deposit will be returned by regular mail the next business day, after pavilion inspection. Failure to follow the Rules and Regulations could result in deposit forfeiture and suspension of future pavilion rentals.

I have read the above Rules and Regulations and agree to observe same.

Signature: _____ Date: _____

For Borough Use Only:

Fee: \$ _____ Check/Cash/MO/CC Security Deposit: \$ _____ Check/Cash/Money Order Date: _____

Parks Supervisor: Approval Recommended Denial Recommended Date: _____ Initials: _____

Revised 8/2016



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Pavilion Use Fees

(Checks payable to Borough of Downingtown)

A. Pavilion Use Fees:

(Any Cancellations or Rain Out will be charged a \$15.00 Administrative Fee which will be deducted from your refund)

1 - 30 attendees	\$45.00
31-50 attendees	\$100.00
51-150 attendees	\$175.00
Over 150 attendees	\$200.00 + <i>Mass Gathering Permit Fee*</i> of \$_____

* **GATHERINGS OF OVER 150 PEOPLE REQUIRE A MASS GATHERING PERMIT** with additional fees and requirements for services such as Police, Public Works, Fire Police

B. Security Deposit: A separate security deposit check of \$50.00 is required for all reservations.

Reservation Fee and Security Deposit must be submitted with application.

Make checks payable to Borough of Downingtown