

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.**

- See rules and information on the second page and sign at bottom of page.

Name of Applicant/Responsible Party: _____

Phone #: _____ Email: _____

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 Applicant/Responsible Party during the Event)

The use of the kitchen, EXCLUDING stove/gas grill and large double door refrigerator, can be used for an additional fee. If there is any clean-up, damage, or other problem, which requires attention, the applicant will be denied further use of the park for future events until clean-up fees are paid. The use of the stove/gas grill and double door refrigerator in the kitchen is off limits.

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: _____

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- **NO** alcoholic beverages allowed.
- ALL vehicles must park in the parking area – park is for people not for vehicles.
- Music shall cease by 9:00 pm, unless approved by the Township, and the pavilion must be vacated by 11:00 pm.
- Restroom facilities auto lock at sundown, time approximated. **DO NOT PROP DOORS OPEN** – No exceptions.
- 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 picnic tables to their original positions.
- ALL cleanups must be done on the same day, so the pavilion is ready for the next day's booked function.
- The **double door refrigerator** that is locked in the kitchen is **NOT ALLOWED** to be used.
- **Stove/gas grill** is **NOT ALLOWED** to be used.
- Hot Dog roller and microwave may be used but need to be cleaned after use. Please remember to clean out the drip tray on the hot dog machine.
- Folding tables in the kitchen are allowed to be used but must be cleaned and returned to spot.
- Roasters and crockpots in the storage room are **NOT ALLOWED** to be used.
- The kitchen must be cleaned up after use.
- Township residents must fill out form, sign, and payment (check) must be done from a Township resident to get the resident fees.

Notify the Township 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.

We hope your function is successful and you enjoy the park facilities. We maintain the pavilion and parking facilities for pleasure and use by all Township residents, and we are proud to make it available for your function.

If the rules are not followed, you may not be able to rent the park the following year and fees may be added.

By signing below states that you read, understand and will follow the rules of the William Delong Memorial Park Pavilion Rental Information and Rules.

Print Name

Signature

Date