

**Application for One-Time/Special Events Use
Richland Township Community Pavilion**

Permit _____

Name of Responsible Party: _____

Address: _____ City: _____ State: _____ Zip code: _____

Phone: _____ Cell: _____ Are you a resident of Richland Township ___ Yes ___ No

Email: _____ Event Description: _____

Check all that apply: Will you be using a _____ Caterer _____ DJ. _____ Band _____ Tents _____

If you are renting this for someone who is a non-resident please provide the following:

Name: _____

Full Address: _____

Phone Number: _____ Cell: _____ Email: _____

Date Requested: _____ / _____ / _____ Rental Hours: 9:00 am to 11:00 pm
Day of Event / Month / Date / Year

Area Requested: **SHELTER A B C D ALCOHOL IS NOT PERMITTED IN THESE AREAS.**

Shelter A has 6 picnic tables, Shelter B- (2), Shelter C- (4), Shelter D- (3)

PAVILION

ALCOHOL IS PERMITTED AT THE PAVILION.

8 picnic tables and electricity are included.

**Keys and Folder are to be returned on the next business day or placed in the drop mail box located outside of the building. (\$225.00 is charged to re-key locks and replace folders.* There will be a fee of \$225.00 charged to the renter if the facility is not left in the same condition found before your event. This includes the outside of the facility is left clean and free of trash. Damages will be charged on an actual cost to repair or replace basis. _____ Initial*

Applicant acknowledges that this is only an application and in no way guarantees issuance of a permit. **Request date is not guaranteed until the rental fee is received and the application is approved . Pavilion/Shelter rentals are approved according to when the rental fee is received.**
Cancellation Policy: If a cancellation occurs 90 days or more prior to the event date a 50% refund of a rental fee will be issued. No refunds will be issued if a cancellation occurs anytime thereafter. If a permit is granted, the undersigned assures that the group they represent will comply with all of the **Pavilion Conditions for Use** as affixed hereto and made a part of this application, and will follow the direction from any Township Personnel.

Applicant understands that failure to do so may result in the forfeiture of applicant's permit and the possible denial of any future permits. The undersigned applicant agrees on behalf of himself or herself, his or her heirs, successors or assigns and/or any organization he or she represents, its successors, assigns, members, participants and attendees at any function supported by this permit, to discharge, protect, release, indemnify and hold harmless Richland Township, its agents, officers, employees, elected and appointed officials, successors and assigns from any and all damages, injuries, demands, actions, claims, liabilities and expenses of any kind in nature whatsoever, including but not limited to costs of defense and attorney's fees, directly or indirectly arising out of or relating to or resulting from any personal injury (including death) or damages to any person or property damage of any kind arising from or on any way related to the use of the Richland Township Community Barn pursuant to this permit; provided, however that such discharge, release, indemnity and hold harmless agreement shall not extend to any damages to, demands, actions, claims, liabilities and expenses resulting from any negligent or willful act, error or omission of the Township, its agents, officers or employees.

Signature of Responsible Party _____ / _____ / _____
Date

Office Use Only:

Date Approved: _____ / _____ / _____ Rental Fee Paid: _____

Please pick up the key on _____ / _____ / _____ between the hours of 8:30 - 4:30.

Your deposit of \$ _____ is also due at this time.

Deposit: # _____ Amount: \$ _____

Signature of Authorized Personnel: _____

Pavilion/Shelter Conditions for Use
Richland Township Community Barn
Page 2 of 4

Reserving the Pavilion or Shelter

Reservations can be made one year in advance. You must apply in person.

The rental fee is due when the application is submitted.

The deposit is not due until the renter picks up the key for the facility. See application for date.

Office hours are Monday - Friday 8:30 to 4:30.

Date Changes: Request for date changes will have a \$25.00 administrative fee applied and subject to availability.

Renter requirements:

Renter must be at least 21 years of age.

Must be on premises during entire duration of time rented.

Will be held responsible for any damages to facility/property or violations of Township policies.

Responsible for general clean-up at the conclusion of the event. All items must be removed at the end of the event.

Guidelines for using facility:

1. All groups/persons given permission to use park facilities, assume all responsibilities in regards to injury and/ or accident and all liabilities. The Township reserves the right to approve, deny, or discontinue the use of any facilities by any group at any time.

2. The required security deposit is due when you pick up the key and folder for the pavilion. This deposit will be returned provided extra clean up work or repair is not necessary following your use.. All lights must be turned off, all picnic tables must be returned to under the pavilion/shelter, trash removed and placed in dumpster. Keys issued for access the lights must be returned to the Richland Township office on the next business day after the rental. ***Unreturned keys and folders will result in loss of \$225.00 from your security deposit.*** A Drop Box is also available for after hour drop off. In the event that a security procedure was not followed, or repairs and/or extra clean up is necessary you will forfeit the deposit. You will be billed the difference if the security deposit is not sufficient to cover the costs.

Separate checks are required for the rental fee and the security deposit.

3. Pavilion/Shelter is only available for actual time rented. Early admission will not be allowed unless rented. The township assumes no responsibility for personal belongings and valuables left on site.

4. Cancellation Policy. If a cancellation occurs 90 days or more prior to the event date, a 50% refund of the rental fee will be issued. Anytime thereafter, there will be no refund issued.

5. Permits must be kept with the individual on contract as user of the facilities.

6. All persons given permission to use park facilities are required to clean up any and all debris after each event and will abide by all park rules and regulations. Responsible adult supervision must be maintained at all times during use of the permit. No profane or vulgar language shall be permitted.

_____ Initial

Pavilion/Shelter Conditions for Use
Richland Township Community Barn

Page 3 of 4

7. All vehicles must be parked in the parking lots. **No vehicles are allowed to be park on grass by the playground and please do not drive off the stone driveway located by the pavilion.** Any vehicles parked illegally will be tagged/towed at the discretion of the Township. No vehicles should not be left overnight on park property.
8. All portable heating devices are **prohibited** from being used under the pavilion. This prohibition applies to every type of heating device including those fueled by gas, propane, wood, coal, kerosene, and electricity. There is charcoal grill located at the pavilion for guest to use. Please do not put hot coals in the grass or wooded area. Extinguish all hot coals with water before leaving the site.
9. **Prohibited Items: Please do not use nails or screws to hang things. Fireworks, Chinese Lanterns, candles, hay, sparklers, confetti of any kind, rice, chalk, spray string, fog machines, bubble machines, or other such equipment are not permitted. *FLAMELESS CANDLES ONLY. IF TRACES OF THESE ITEMS ARE FOUND YOU WILL LOSE ALL OF YOUR SECURITY DEPOSIT.**

Additional Policies:

Informational and directional signs are permitted in the facility, on parklands or adjacent roadways. If the signs are not removed at the end of your event then a \$25.00 fee per sign will be charged to the renter.

Noise and sound including music must be kept to a minimum so as not to disturb others in the park and surrounding homes. Noise levels are subject to the discretion of police, who may require renters to lower the noise. Failure to follow the directions from Northern Regional Police Department will result in forfeiture of the permit and loss of security deposit with eviction from facility and possibly denial of future permits. Noise level should be lowered by 10:00 pm.

The Township reserves the right to allow or disallow rental of the facility all or in part based upon the needs of the township. The township reserves the right to approve, deny, or discontinue the use of any facilities by any group at any time.

The Township will not assume responsibility for unforeseen circumstances such as a power failure, or other mechanical failures at the park, or inclement weather conditions, which may constitute reason for cancellation.

“I have read and fully understand the conditions of this permit and attachments and intend to be legally bound by its terms and provisions.”

Signature of Responsible Party

_____/_____/_____
Date

PLEASE RETURN THIS FORM WITH YOUR APPLICATION

Malt Beverage and Wine Permit Application

Name of Responsible Party: _____

Full Mailing Address: _____

Phone: _____ Cell: _____

Email: _____

Approximate number of persons attending: _____

Check the statement relating to your event:

____ Minors WILL NOT be in attendance

____ Minors WILL BE in attendance but will not be served or permitted any malt beverages.

Conditions for Use:

Malt Beverage and Wine Permit must be completed and returned with rental permit application. Permit holder must be 21 years of age or older. No alcohol will be served to persons less than 21 years of age or to any persons known to be intoxicated or exhibiting visibly noticeable intoxicated behavior. It shall be the permit-holder's responsibility to enforce these restrictions. **Restrict alcohol to permit area only.**

- 1. A charge for actual labor and trucking will be billed to the permit holder when clean up beyond "broom clean condition" is necessary.
- 2. Beer is only permitted to be dispensed in kegs or cans. **GLASS BOTTLES ARE NOT PERMITTED.** Wine must be served in plastic glassware. The serving from glass containers must be restricted within a small service area.
- 3. Please cleanup the area or be held financially responsible for the cleanup of any debris related to consumption activity.
- 4. Adherence to all other Richland Township Facility Rental Rules, General Facility Rules and Regulations, and Park and Recreation Rules and Regulations.
- 5. Bar area shall occur at least thirty (30) minutes before event ends. Rental hours are from 9:00 am to 11:00 pm.

The undersigned also agrees, on behalf of himself, his heirs, successors, or assigns and/or any organization he represents, its successors, assigns, members, participants and attendees at any function supported by this permit, to discharge, protect, release, indemnify and hold harmless the Richland Township, its agents, officers, employees, elected and appointed officials, successors and assigns from any and all damages, injuries, demands, actions, claims, liabilities and expenses of any kind and nature whatsoever, including but not limited to costs of defense and attorneys' fees, directly or indirectly arising out of or relating to or resulting from any personal injury (including death) or damages to any person or property damage of any kind arising from or anyway related to applicant's use of this permit for the serving, possession and consumption of alcoholic beverages in the facility and parks of the Richland Township. Failure to strictly comply with all of the above conditions will result in the immediate revocation of permit (without refund of permit fee or any security deposit).

In the event that the permit application is submitted on behalf of a group or organization, the undersigned certifies to the Richland Township that he/she is a duly authorized agent and representative of _____ (name of group/organization) and empowered to legally bind said group/organization to the above-stated terms and conditions.

_____ Permit APPROVED _____ Permit DENIED

Signature of Responsible Party

_____/_____/_____
Date



RICHLAND TOWNSHIP COMMUNITY PARK SHELTER/ PAVILION FEES

Request date is not guaranteed until the rental fee is received and the application is approved. Pavilion and Shelter Rentals are approved according to when the rental fee is received.

Cancellation Policy: If a cancellation occurs 90 days or more prior to the event date a 50% refund of a rental fee will be issued. No refunds will be issued if a cancellation occurs anytime thereafter. **Cancellations must be submitted in writing.** If for any reason Richland Township cannot fulfill its commitment to the above date it will be held liable only for the cost of the rental space at 1157 Sterling Drive, Bakerstown, PA 15007.

Barn is only available for actual time rented. Early admission will not be allowed.

Prices are subject to change. Please visit our website for the most current pricing.

[Www.richland.pa.us/Facilities Rentals/ Barn Rentals.](http://www.richland.pa.us/Facilities%20Rentals/Barn%20Rentals)

Shelter /Pavilion Rental Fees	Residents & Non- Profit Group Fee	Businesses & Non- Resident Fee	The security deposit is due when you pick up the key for the barn.
Monday- Thursday (excluding Holidays)	\$130.00	\$210.00	\$500.00
Friday excluding Holidays)	\$300.00	\$400.00	\$500.00
Saturday & Sunday	\$400.00	\$500.00	\$500.00
Shelter A Monday- Sunday	\$100.00	\$125.00	\$30.00
Shelter B, C & D Monday- Sunday	\$35.00	\$50.00	\$30.00