



PAVILION RESERVATION FORM (Rental Agreement)

8330 Schantz Road, Breinigsville, PA 18031
610-395-4892 (phone) 610-395-9355 (fax)

**** STAFF ONLY****
Date Paid: _____
Cash/Check #: _____
Calendar: _____
Pmt Recorded: _____
Confirm. Sent: _____

1. CHOSE YOUR PAVILION: Separate \$100 Security Deposit is required for all rentals

| | | | | |
|---|--|---|--|---|
| <input type="checkbox"/> Ricky Park Pavilion Capacity (50) (8:00am- 9:00pm) \$50 Resident \$100 Non-resident | <input type="checkbox"/> Rt. 100 Park Pavilion <input type="checkbox"/> Falcon <input type="checkbox"/> Hawk Capacity (100) (8:00am- 9:00pm) \$100(each) Resident \$150 Non-resident | <input type="checkbox"/> Lone Lane Park Pavilion Capacity (300) (8:00am- 9:00pm) \$125 Resident \$175 Non-resident | <input type="checkbox"/> Breinigsville Park Pavilion <input type="checkbox"/> Upper <input type="checkbox"/> Lower Capacity (100) (8:00am- 9:00pm) \$100(each) Resident \$150 Non-resident | <input type="checkbox"/> Grange Park Pavilion <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 Capacity (100) (8:00am- 9:00pm) \$100 (each) Resident \$150 Non-resident |
|---|--|---|--|---|

2. APPLICANT INFORMATION:

Name: _____ Date: _____

Cell Phone: _____ Organization/Event: _____

Address: _____

Email (print legibly): _____

Reservation Day & Date: _____ Arrival Time: _____

Rental Fee: \$ _____ Security Deposit: \$ _____

3. PAYMENT DIRECTIONS: **Payment and separate Security Deposit due at time of Application.** Payment is required in the form of two separate checks Payable to UMT. RENTALS UNDER TWO WEEKS MUST BE CASH.

Check #1- Rental Fee Payment in full dated for the current day

Check #2- \$100.00 Security Deposit Payment in full dated the day of your event

*The security deposit check will be held and will not be cashed unless damage is incurred to the facility.

IMPORTANT INFORMATION: **(610) 395-4892 and PRESS "175"** if you would like to arrive earlier on the day of your event call **(610) 395-4892 and PRESS "175"**

***If you do not PRESS "175" your voicemail will not be heard until the next business day.**

Please read the remaining pages for rules and regulations. This permit entitles the above mentioned applicant sole use of the above-mentioned pavilion. Under no circumstances should the holder of this permit be denied, by the general public, sole access to the pavilion. Should you need to contact Upper Macungie Township dial **(610) 395-4892 and PRESS "175"** for the answering service and they will dispatch a crew if the problem warrants immediate attention.

Applicant

Date

Township Official

Date

RENTAL RULES AND POLICIES
(SIGNATURE NEEDED)

DRUG & ALCOHOL POLICY

Alcoholic beverages and controlled substances shall not be permitted on any Upper Macungie Township Park premise. Upper Macungie Township shall not be responsible for any actions, demands, or claims for any damages (personal property, bodily injury, and/or death) that may arise as a direct or indirect result of the consumption of alcoholic beverages or use of controlled substances on the said premises. The applicant, by the reservation of the said facility and the execution of this application, does, for himself or herself on the behalf of the applicant, acknowledge this condition for the reservation and use of the said facility and does, for itself and the members and/or guests, release, remise and discharge Upper Macungie Township from any and all claims which may arise directly and/or indirectly from the consumption of alcoholic beverages or use of controlled substances on the said premises in violation of this condition.

CANCELLATION POLICY

31 days or more from the reservation date: Full refund of rental fee and security deposit
30 days or less from the reservation date: Rental fee will be forfeited
5 days or less from reservation date: No refund of rental fee and security deposit

SPECIAL EVENT POLICY

THIS APPLICATION IS FOR THE RENTAL OF THE PAVILION ONLY. If you are planning an event (race, tournament, etc.) permission, additional permits and/or approval by the Board of Supervisors is required. Adequate notice and a Certificate of Insurance naming Upper Macungie Township as an additional insured is also required. Please notify the Recreation & Event Coordinator of any such planned activities.

I the undersigned, on behalf of the applicant and having the authority to execute this application on its behalf, do acknowledge and consent to the above mentioned conditions established by Upper Macungie Township, as the same are hereinabove set forth.

Applicant

Township Official

Date Signed

Date Approved

RENTAL QUICK FACTS and RULES REFERENCE

1. Pavilion reservations open JANUARY 1st for each calendar year.
2. The Rental Fee and separate Security Deposit are due at the submission of this application.
3. Payment less than 14 days prior to your event must be in CASH.

NOTE: Holds are not an official reservation until Payment has been received

Hold Length - 5 Business Days for personal events
- 30 Business Days for Corporate Events

4. Drugs and Alcohol are PROHIBITED (not permitted in any form)
2. Amplified Audio Equipment can only be used between 8AM-9PM with special permission.
- 3 Refunds will NOT be issued due to inclement weather.
4. Pavilions will be cleaned and stocked prior to and after your event. Facilities crews begin between 6:00am and 8:00am the day of the rental. Pavilions should be left in the condition they were found in by occupants.
5. Pavilion Occupants may NOT use Nails, Screws, Push Pins or Staples on any surface of the Pavilions and will be responsible for any damage to the facility.
6. Pavilion occupants will have access to the Ball fields AS LONG AS no organized event is occurring or scheduled.
7. Lights are on an automatic timer (7am-9pm)
9. Vehicles must be kept on the paved parking areas and are PROHIBITED from parking on the grass.
12. Parks are susceptible to being closed down by a township official due to uncontrollable circumstances and without prior notice.
13. Outside faucets are for Township use only.
14. **“Kitchen” area is only opened for schools ONLY.** It is not a true cooking kitchen.

PARK AMENITIES

LONE LANE PARK

Pavilion Rental: \$125 Residents \$175 Non- residents
30 Lone Lane, Allentown, PA 18104

2 BLACKTOP VOLLEYBALL COURTS
2 HORSESHOE PITS
½ BASKETBALL COURT
3 BASEBALL/SOFTBALL FIELDS
GIANT BARBECUE PIT
2 SMALL CHARCOAL GRILLS
GIANT PLAY AREA
RESTROOMS
1 BASKETBALL COURT
ELECTRIC OUTLETS
1 PAVILION (300 PEOPLE MAX)
(KITCHEN IS FOR YOUTH ORG/SCHOOLS)

BREINIGSVILLE PARK

Pavilion Rental: \$100 Residents \$150 Non- residents
8935 Breinigsville Rd, Breinigsville, Pa 18031

3 SOFTBALL/BASEBALL FIELDS
2 HORSESHOE PITS
2 SAND VOLLEYBALL COURTS
PLAYGROUND AREA
ELECTRIC OUTLETS IN EACH PAVILION
1 BASKETBALL COURT
2 CHARCOAL GRILLS @ EACH PAVILION
RESTROOMS
2 PAVILIONS
(UPPER - Near Rt. 222) 100 people max
(LOWER - Parking Lot) 100 people max

ROUTE 100 PARK

Pavilion Rental: \$100 Residents \$150 Non- residents
1625 North Rt 100, Fogelsville, Pa 18051

ELECTRIC OUTLETS
RESTROOMS
2 SAND VOLLEYBALL PITS
2 CHARCOAL GRILLS (LARGE)
1 HORSESHOE PIT
OTHER GRILLS ON GROUNDS
5 SOCCER FIELDS
PLAYGROUND AREA
2 SOFTBALL/BASEBALL FIELDS
DISC GOLF COURSE
2 PAVILIONS
(FALCON - Near Road) 100 people max
(HAWK – Near Woods) 100 people max

RICKY PARK

Pavilion Rental: \$50 Residents \$100 Non- residents
5875 Ricky Ridge Trail, Orefield, Pa 18069

BASEBALL/SOFTBALL FIELD
BASKETBALL COURT
2 PLAYGROUND AREAS
TENNIS COURTS
½ MILE PAVED WALKING PATH
RESTROOMS
1 CHARCOAL GRILL
1 PAVILION (50 PEOPLE MAX)

GRANGE PARK

Pavilion Rental: \$100 Residents \$150 Non- residents
360 Grange Road, Allentown, Pa 18106

BASEBALL/SOFTBALL FIELDS*
BASKETBALL COURT*
TENNIS COURTS*
HORSESHOE PIT*
WALKING PATH*
RESTROOMS
1 CHARCOAL GRILL
2 PAVILIONS (100 PEOPLE MAX)
PLAYGROUND AREA
*Under construction future updates planned

(Upper Macungie Township does not provide equipment; ie, quoits, stakes, balls, etc.)