

**RESIDENTS OF LONGSWAMP TOWNSHIP**

**LONGSWAMP COMMUNITY PARK & HUNSICKER'S GROVE  
PAVILION RENTAL AGREEMENT**

*(Pavilion Rentals Available May 1 through September 30)*

Contact Name *(Please print)* \_\_\_\_\_

Contact Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

**Community Park:** Pavilion #1  - Pavilion #2  **Hunsicker's Grove:** Small Pavilion  - Large Pavilion   
**Hunsicker's Grove:** Both Pavilions  **Projected Number of People Attending:**  1-100  101-250  251+

Reservation Date: \_\_\_\_\_

*I agree to accept responsibility for any damages that may occur while using the facility in Longswamp Community Park or Hunsicker's Grove Park and agree to make the Township whole in case of loss, and further agree to hold the Township harmless and to defend the Township in any and all claims arising from use of the facility and park grounds.*

*A copy of the Pavilion Rental Information and Rules has been provided to me. Initial here:* \_\_\_\_\_

Contact Signature \_\_\_\_\_ Date \_\_\_\_\_

**This section to be completed by Township**

Reservation Name \_\_\_\_\_ Reservation Date \_\_\_\_\_

<input type="checkbox"/> Community Park Pavilion #1 *	Deposit Received: Rec# _____	\$100 + \$50	ck# _____
<input type="checkbox"/> Community Park Pavilion #2 *	Deposit Received: Rec# _____	\$100 + \$50	ck# _____
<input type="checkbox"/> Hunsicker's Grove Small Pavilion	Deposit Received: Rec# _____	\$100 + \$50	ck# _____
<input type="checkbox"/> Hunsicker's Grove Large Pavilion	Deposit Received: Rec# _____	\$200 + \$50	ck# _____
<input type="checkbox"/> Hunsicker's Grove <b>Both</b> Pavilions	Deposit Received: Rec# _____	\$300 + \$50	ck# _____

**Pavilion Key Receipt (only applies to the Community Park – no keys are issued for Hunsicker's Grove)**

\* I acknowledge receipt of **Key Set #** \_\_\_\_\_ for the restroom and water faucet in **Pavilion #** \_\_\_\_\_, and will return these keys to the drop-box located at the front of the Township municipal building after the scheduled event on the Reservation Date listed above.

\* If I do not return the keys, I will disclaim any right to the **\$50.00** deposit held by the Township for key replacement/clean-up.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Township's Use Only**     **Keys Returned**    Date \_\_\_\_\_    Initials \_\_\_\_\_

**This section to be completed by Township**

**Notified Public Works**    Date \_\_\_\_\_    Initials \_\_\_\_\_

Township has made a satisfactory inspection of clean-up/damages to the facility rented.

Township Representative \_\_\_\_\_ Date \_\_\_\_\_

**Deposit Refund Approved - \$50.00**     **Deposit Refund Not Approved. Remarks** \_\_\_\_\_

*This space for Township Office use only*

## Pavilion Rental Information and Rules

(Pavilion Rentals available May 1<sup>st</sup> through September 30<sup>th</sup>)

All reservations for the pavilions must be made in advance, and must be pre-paid. Booking for the Pavilions opens on April 1<sup>st</sup>. There is a non-refundable reservation fee and \$50.00 clean-up/key deposit (for use of restrooms and water faucet) that is refundable upon satisfactory inspection and return of keys to the Township Office immediately after event. Reservations can be made at the Township Office, Monday through Friday, from 9:00 a.m. to 4:00 p.m. If you have any questions, please call (610) 682-7388 x122 during the regular business hours.

Your reservation includes use of the pavilions and Park facilities from 8:00 a.m. to 10:00 p.m.

**\*\*PAVILION CANCELLATION POLICY\*\***: There is no charge for cancellation made 48 hours prior to your scheduled event. There is NO REFUND for cancellations made less than 48 hours prior to your scheduled event. Cancellations must be made via email to [secretary@longtwsp.net](mailto:secretary@longtwsp.net) or telephone (610)682-7388 ext. 122 during regular business hours M-F, 9am-4pm.

### **RULES:**

- Clean up all debris and put in plastic garbage bags, close the bags securely, and put the bags in the dumpster located in the parking lot. **No loose garbage in the dumpster, please.** All restrooms shall be kept clean and it is your responsibility to check them before leaving. Brooms are located in the restrooms. **Please do not sweep debris into the grass.**
- Ashes from the fireplace and grills can stay in the fireplace pit. **NO FIRES WILL BE ALLOWED DURING DRY WEATHER CONDITIONS, AND FIREPLACES/GRILLS WILL BE POSTED ACCORDINGLY.**
- A \$50.00 clean-up/key deposit is required when submitting your application, and will be returned after the restroom and water faucet keys have been returned to the Township Office immediately after event has ended. (Please place the keys in the drop-off box next to the front door of the Office after the function.)
- **Turn off Pavilion lights before leaving for the day.**
- All music shall cease by 9:00 p.m.
- **No parking on grass anytime, anywhere.**
- **Do not** affix any items to the structures contained within the park using nails, staples, etc.
- The parks are randomly patrolled by the Pennsylvania State Police.
- **No alcoholic beverages are allowed.**
- Please do not empty ice into the grass, throw it on the macadam to melt.
- **Have any problems/issues? Call Scott at (484) 955-7925 or Lloyd at (484) 955-7015.**

Longswamp Township reserves the right to withdraw/cancel reservations due to conditions beyond its control, or due to immediate Township needs. In situations such as these, the Township will attempt to contact you within 48 hours of your event. At this time, and only at this time, will the Township refund your reservation fee, along with the key deposit. The Township accepts no responsibility for any consequential damages you may incur due to withdrawal or cancellation of reservations.

According to Longswamp Township Ordinance #2022-300, an ordinance relating to the conduct of public gatherings and special events; establishing application and permit standards and procedures; providing for administration and enforcement including penalties; and other matters pertaining thereto, enacted on March 8<sup>th</sup>, 2022. All events being held that are going to have 251 or more people attending will be required to apply for a Public Gathering/Special Event Permit.

Please enjoy our pavilions and adhere to these simple rules. We maintain the pavilions for the pleasure and use of everyone in our Township, and are proud to make the park available for your function. Enjoy!

**LONGSWAMP TOWNSHIP BOARD OF SUPERVISORS**