



Newtown Township Parks & Recreation
100 Municipal Drive, Newtown, PA 18940
Telephone: 215-968-2800 ext. 239
Email: Recreation@NewtownPA.gov
Township Website: www.NewtownPA.gov
Recreation Website: www.NewtownFun.com

PARK FACILITY RESERVATION FORM

Request required at least 45 days in advance, reservations are accepted on a first come, first serve basis. Reservation will not be confirmed until payment is received. Activities operated or sponsored by Newtown Township Parks & Recreation Department have priority over all facilities.

NAME _____

ORGANIZATION (if applicable) _____

ADDRESS _____ ZIP _____

CELL PHONE _____ EMAIL _____

FEES: Resident fee - \$90; Non-resident fee - \$140

TIME: _____ (4 hours max, anything more would require the fee x 2)

FACILITY REQUESTED:

ROBERT'S RIDGE PAVILION _____ CARL SEDIA GAZEBO _____

CLARK NATURE CENTER _____ (may be used for photos: wedding, family, etc. trails are currently closed)

OTHER _____

DATE OF EVENT _____

PURPOSE OF EVENT _____

ATTENDING _____

- The undersigned is familiar with the Permit Reservation Guidelines and Newtown Township Park Rules relating to the use of its facilities and equipment and accepts the responsibility for meeting the requirements stated therein.
- The undersigned agrees to assume responsibility for the proper conduct of all persons attending.
- Do not attach decorations by nails, tacks, or staples on pavilion poles, picnic tables, etc.
- The undersigned is responsible for the removal of all trash and decorations from the area, including but not limited to: tape, string, signs, cardboard. Large trash is to be removed from the park (i.e. cake boxes, pizza boxes, etc); regular trash may be placed inside trash receptacles provided for that purpose.
- Tents larger than 10' x 10' are prohibited. No bounce houses, grills, open fires, fireworks, lanterns or generators.
- Alcoholic beverages, Glass containers, Smoking/Vaping are prohibited in all Township Parks.

SIGNATURE _____

DATE _____

Terms and Conditions

Please read and comprehend the following before signing and submitting your permit application.

Rental Time Time listed above includes time utilized for set up and clean up. Please allocate enough time. This includes disposing of all garbage appropriately. There may be up to two rentals per day and all facilities must be returned to the condition in which they were found. Newtown Township Parks are open Dawn to Dusk.

Weather Parks are closed during severe weather. If you need to change your reservation date, please call the office at 215-968-2800 ext. 239 *before* your scheduled event. If another date is available we may switch the reservation. No refunds or credits will be given after a scheduled date has already passed - no exceptions.

Indemnification To the fullest extent permitted by law, the Applicant agrees to defend, indemnify, pay on behalf of, and save harmless Newtown Township, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys’ fees and all other costs connected therewith, arising out of or connected to the Applicant’s use or occupancy of the premises of the Township.

Insurance ALL ORGANIZATION RESERVATIONS require a Certificate of Insurance, naming Newtown Township as Certificate Holder, evidencing \$1,000,000 in Comprehensive General Liability Insurance and must be received no later than 2 weeks prior to the event. The Township holds the right to cancel a reservation with no refund if the required paperwork is not provided.

Damage to Property of the Applicant and its Invitees The Applicant and its employees, officials, volunteers, and agents shall be solely responsible for any loss or damage to property of the Applicant or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the Township.

Damage to Township Property Applicant assumes full responsibility for taking cognizance of the facility conditions at the time of the rental. Applicant will be responsible for all damages resulting to or from use of this property. Upon completion of Applicant’s operations, Applicant agrees to leave the property in the same condition as it existed before operations, or pay for and complete restoration of said property within 15 days of the completion of the event.

Emergency In the event of an emergency, call 911.

Bottom for Department Use only

Approved: _____ **Denied:** _____ **Date:** _____