



Borough of Downingtown

Pavilion Reservation Application

4 West Lancaster Avenue Downingtown, PA 19335 (610) 269-0344 ext. 200
www.downingtown.org

Application Date: _____

Applicant Name: _____

Address: _____

Contact person: _____

Phone: _____ Email: _____

Reservation Date: _____ Start Time: _____ End Time: _____

Type of Event: _____

Number of Attendees: _____ Reservation Fee (see Page 2): \$ _____

Pavilion: Optimist Pavilion Lion's Pavilion Small Pavilion Log House Field/Gazebo

Rules and Regulations

- Pavilion rentals are available on a seasonal basis - Memorial Day through Halloween. Please check for availability.
- Applicant is liable for any loss, damage or injury sustained by any person and will hold the Borough of Downingtown harmless for any injuries that occur during the course of the event.
- No nails, staples or any other type fastening devices which may damage the pavilion may be used. As stated above if any of these are used and damages occur you will be charged for the repairs.
- **All Park Rules must be followed.** Motor vehicles, pets and alcohol are not permitted on park grounds- violators will be prosecuted.
- Applicant is responsible for cleaning up after the event and depositing trash and/or items for recycling in designated containers.
- For any gatherings which the Borough determines additional police presence is necessary, or which require additional services of the Borough Public Works Department, such security and Public Works services must be paid by the event sponsor(s).
- Applicants are encouraged to have a copy of their approved application on hand at the event. If any issues arise during your event, you may contact the Downingtown Police Department at 610-383-7000
- The \$50.00 security deposit will be returned by regular mail the next business day, after pavilion inspection. Failure to follow the Rules and Regulations could result in deposit forfeiture and suspension of future pavilion rentals.

I have read the above Rules and Regulations and agree to observe same.

Name (please print): _____

Signature: _____



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Pavilion Use Fees

(Checks payable to Borough of Downingtown)

A. Pavilion Use Fees:

(Any Cancellations or Rain Out will be charged a \$15.00 Administrative Fee which will be deducted from your refund)

Borough Resident, Business, or Non-Profit Organization

Under 30 attendees	\$35.00
31-50 attendees	\$75.00
51-150 attendees	\$150.00
Over 150 attendees	\$150.00 + <i>Mass Gathering Permit Fee*</i> of \$_____

Non-Borough Resident, Business, or Non-Profit Organization

Under 30 attendees	\$105.00
31-50 attendees	\$225.00
51-150 attendees	\$450.00
Over 150 attendees	\$450.00 + <i>Mass Gathering Permit Fee*</i> of \$_____

*** GATHERINGS OF OVER 150 PEOPLE REQUIRE A MASS GATHERING PERMIT with additional fees and requirements for services such as Police, Public Works, Fire and EMS**

B. Security Deposit: A separate security deposit of \$50.00 is required for all reservations.

Reservation Fee and Security Deposit must be submitted with application

For Borough Use Only:

Fee: \$ _____ **Check#** _____ **Security Deposit:** \$ _____ **Check#** _____ **Date:** _____

Parks Supervisor: Approval Recommended Denial Recommended **Date:** _____ **Initials:** _____