



Borough of Downingtown

Pavilion Reservation Application

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

info@downingtowntown.org

www.downingtowntown.org

APPLICANT INFORMATION:

Name/Organization: _____

Address: _____ City/State/Zip: _____

Contact person (if different than above): _____

Phone: _____ Email: _____

EVENT INFORMATION:

Pavilion: ☐ Optimist Pavilion ☐ Lions Pavilion ☐ Gazebo

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

Type of Event: _____

Number of Attendees (check one): ☐ 30 & Under ☐ 31-50

Information and Regulations

- **Please check for availability by calling 610.269.0344, Ext. 200 or email info@downingtowntown.org**
- 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 and alcohol are not permitted on park grounds- violators will be prosecuted.
- Applicant is responsible for cleaning up after the event and depositing trash in designated containers.
- Applicants are encouraged to retain a copy of the approved permit during use of the pavilion. If another party is occupying your pavilion without a valid reservation, please contact the Downingtown Police Department at 610-383-7000.
- The \$50.00 security deposit check will be returned (or shredded with permission) after pavilion inspection. Failure to follow the Rules and Regulations could result in deposit forfeiture and suspension of future pavilion rentals.
- Park restrooms (near the pavilions) will be open Monday - Friday, 7:30am-2:30pm, from May 1 through October 20. Restrooms are closed on weekends and holidays. Portapotties are located near the tennis courts on Pennsylvania Avenue and the Wallace Avenue parking lot.
- Pavilions do not have electrical outlets.
- There are no grills at the park. Grills are allowed, but must be kept outside the pavilion.

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

Signature: _____ Date: _____

For Borough Use Only:

Fee: \$ _____ Check/Cash/MO/CC Security Deposit: \$ _____ Check/Cash/Money Order Date: _____

☐ Approval Recommended ☐ Denial Recommended Date: _____ Initials: _____

Revised 2024



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Pavilion Fees/Policies

(Reservation Fee and Security Deposit must be submitted with application.
Please make checks payable to Borough of Downingtown)

Pavilion Rental Fees:

- Security Deposit: \$50

- 1 - 30 attendees \$45.00
- or
- 31-50 attendees \$100.00

Write two separate checks for the Rental Fee and the Security Deposit, and make checks payable to The Borough of Downingtown. Application and payment can be dropped off at Borough Hall or mailed to:

Downingtown Borough
4 W. Lancaster Avenue
Downingtown, PA 19335

All fees must be paid at the time of application.

Cancellation Policy

- Any cancellation within a **minimum of 7 days in advance** of the reserved time is eligible for a refund (minus a \$15 Administrative Fee) or transfer to another date (in the same year).
- Any cancellation **less than 7 calendar days** prior to the reserved time is not eligible for a refund or transfer.

Inclement Weather Policy

If heavy rain/downpours, thunderstorms, flooding, or high-wind conditions prohibit the scheduled pavilion use, a request must be submitted to the Borough office **no later than 4:30pm on the first business day after the reservation**. The Borough will attempt to reschedule the group at no additional charge during the current season (May - September), pending availability. If rescheduling cannot be accommodated, a refund will be provided minus the \$15 Administration Fee.