TOWAMENCIN TOWNSHIP PARKS FACILITIES USE PERMIT INSTRUCTIONS AND INFORMATION

Please read the following information and review the attached Rules and Regulations before you complete the permit.

Thank you for your interest in using a Township Facility for your event/activity. The following is information you might find useful in planning your event/activity.

General Information:

Towamencin facilities may only be reserved by **Towamencin Residents Only.**

Once your permit is approved, you will receive a signed copy with an approval letter. Please allow 5-10 business days for approval.

The attached permit must be completed, signed, and returned with the rental fee, security deposit, and any other applicable documentation **at least (5) working days prior to your function**.

Facility Availability:

Please contact the Parks and Recreation Department, prior to filling out the permit, to check availability for your date(s).

Reservations are made on a first come first served basis. Reservations are ***only*** held by receiving ***full payment***

Cancelations and Refunds:

All refund requests including cancelations due to weather must be made in writing to the Township. A full refund shall be authorized, under judgment of the township, for any cancelation received in writing due to weather.

A refund of 75% of the rental fee and full security deposit shall be authorized for any cancelation received by the Township, not less than ten(10) working days prior to rental date. The security deposit shall be returned in full. Cancelations less than ten(10) working days prior to rental date will result in the entire rental fee being forfeited.
Any special exceptions, circumstances or conditions are subject to discussion and/or approval by the Township and must be submitted in writing.

Fees and Payment:

Payment (rental fee & security deposit) is due at the time of reservation along with a completed permit.

Security deposit is **four(4) times the amount of your rental fee**. (e.g. $40 rental fee would need a $160 security deposit). **Security deposit must be on a separate check then the rental fee.** Renters who abuse the facility rental rules, park rules, or the facility itself may be subject to forfeit the full amount of the security deposit. Security deposits are held by the township and will not be deposited unless it is not returned. Security deposits will be returned (if applicable) at least 2 weeks after your event. Deposits will be available for pick up if desired.

Make all checks payable to Towamencin Township. ***Separate checks must be written for the fee and security deposit.***

Park Pavilion Rental Fee *per pavilion				
Group Size	**25 or less**	**26-50**	**51-75**	**76-100**
	Resident	**Resident**	**Resident**	**Resident**
Sept.-May	$30	$60	$90	$120
June-Aug.	$35	$70	$105	$140
Park Pavilion Rental Fee For Business *per pavilion				
Group Size	**25 or less**	**26-50**	**51-75**	**76-100**
	Township Based	**Township Based**	**Township Based**	**Township Based**
Sept.-May	$165	$195	$225	$255
June-Aug.	$170	$205	$240	$275

***Pool Rental Information can be found on page 6.**

Contact: Forms can be mailed to Towamencin Parks and Rec P.O. Box 303 Kulpsville, PA 19443. If you have any questions please feel free to call us at 215-368-7602 or visit our website to email us www.towamencin.org/parksandrec

Towamencin Township Parks Facilities Use Permit

Input your information – *all correspondence will be sent to this user.*

Application Date:	Rental Date:
Purpose of Use:	Rental Time: to
Estimated # of Guests *(Max of **100** per group):*	Group Name:
Name:	
Street: City:	Zip:
Phone: Email:	

Please select your facility ( )indicates pavilion capacity * Pavilions in **bold** have electric

Fischer's Park – *pavilion locations can be found on the map on page 7*				**Bustard Park**			
	Bull Pen Pavilion (100)				Pavilion (75)		Field:
			Carriage House (50)				
			New Pavilion (40)				
	Beck's Pavilion (75)		Creek side Pavilion(50)				
	Arneth Entertainment Center						

Towamencin Pool - *Please review "Pool Facilities Permit Directions" on page 6 for rental information including fees and terms*			
	Pavilion * *does not include pool admission.*		
	Private Party		

Other:

Sign and Date Agreement and Liability Waiver and Release

The undersigned, individually, and on behalf of the above mentioned group, hereby release, agree, for myself, my heirs, executors, administrators, and assigns, forever remise, release and discharge Towamencin Township, its directors, officers, members, agents, supervisors, and any other representative related to any and all park activities, and their heirs, executors, administrators, and assigns from any and all actions, causes of all actions, suits, debts, accounts, controversies, damages, claims and demands, whatsoever, which I or my legal representative may have or acquire against Towamencin Township or its directors, officers, members, agents, supervisors and any other representative related to the program, by reason of any loss resulting from personal injury or property damage, which may occur during, in connection with or by reason of my use and attendance on any portion of a Towamencin Park.

I agree that Towamencin Township shall have the right, at its discretion, to enforce rules of conduct and/or terminate my participation and/or use of the Park and its facilities for failure to act in conformance thereof, or for actions or conduct detrimental to or incompatible with the welfare, comfort, harmony or interest of the group or the Park as a whole.

I hereby grant Towamencin Township and any of the directors, supervisors, officers, members, agents and other representatives full authority to take whatever action, in their discretion, is determined to be necessary regarding my health, safety and welfare, and I fully release Towamencin Twp and any of the directors, supervisors, officers, members, agents and other representatives from any liability for such actions, as set forth herein.

PLEASE NOTE: If you are having your event catered the Township requires a copy of that organization's or company's liability insurance be attached to your application. Recreational equipment (i.e. moon bounces, dunking booths, etc) are not permitted in the park.

User Signature: _____ Date: _____

Authorized By: _____ Date: _____

Towamencin Parks and Rec Dept.

******TOWNSHIP USE ONLY******

Rental Fee:	Check #		
Security Deposit:	Check #	Security Deposit Returned:	Date:

LIABILITY WAIVER AND RELEASE

The undersigned, individually, and on behalf of _____(Group Name) hereby release, agree, for myself, my heirs, executors, administrators, and assigns, forever remise, release and discharge Towamencin Township, its directors, officers, members, agents, supervisors, and any other representative related to any and all park activities, and their heirs, executors, administrators, and assigns from any and all actions, causes of all actions, suits, debts, accounts, controversies, damages, claims and demands, whatsoever, which I or my legal representative may have or acquire against Towamencin Township or its directors, officers, members, agents, supervisors and any other representative related to the program, by reason of any loss resulting from personal injury or property damage, which may occur during, in connection with or by reason of my use and attendance on any portion of a Towamencin Park.

I agree that Towamencin Township shall have the right, at its discretion, to enforce rules of conduct and/or terminate my participation and/or use of the Park and its facilities for failure to act in conformance thereof, or for actions or conduct detrimental to or incompatible with the welfare, comfort, harmony or interest of the group or the Park as a whole.

I hereby grant Towamencin Township and any of the directors, supervisors, officers, members, agents and other representatives full authority to take whatever action, in their discretion, is determined to be necessary regarding my health, safety and welfare, and I fully release Towamencin Twp and any of the directors, supervisors, officers, members, agents and other representatives from any liability for such actions, as set forth herein.

_____

(Signature of Applicant)

_____

Date

Do you require access to outside water hydrant faucets (for cooking and drinking purposes ONLY)?

____Yes ____ No

PLEASE NOTE: If you are having your events catered or are bringing in recreational equipment (i.e.; moonbounces, dunking booths, etc) the Township requires a copy of that organization's liability insurance be attached to your application.

PARK RULES AND REGULATIONS

All persons using park facilities in the Township of Towamencin shall abide by the following regulations:

1. No group exceeding twenty-five (25) persons shall be allowed to use Township parks without a Parks Facilities Use Permit obtained from the Township Manager's Office.
2. The parks are open between the hours of 8 a.m. to dusk, except in those parks where other hours are posted.
3. Persons shall enter and leave a park by the entrances and exits provided for that purpose. Trail bollards may NOT be removed unless pre-approved.
4. Automobiles or other vehicles shall not be parked in any roadway or section of ground except in those areas designated for parking purposes, nor driven on any areas other than designated roads within the park. Failure to comply with these parking regulations will result in the forfeiture of the security deposit.
5. The washing, repair, or painting of any motor vehicle shall not be allowed in any park.
6. Intoxicating beverages shall not be possessed, sold, distributed, or consumed within a park.
7. No person shall be present in any Township park, open space or recreation area while under the influence of intoxicating beverages, drugs or any other controlled substances.
8. Disorderly conduct as defined in the statutes in the Commonwealth of Pennsylvania, Ordinance in the Township of Towamencin or in Common Law is prohibited.
9. Abusive, indecent or threatening language or any conduct that may annoy others shall not be allowed in the parks.
10. Unauthorized motor vehicles, whether licensed, or unlicensed, including motor bikes, motorcycles, mini-bikes, snowmobiles and any other motorized vehicles or cycles, are not permitted within the parks, open space or recreational areas.
11. No animals are allowed in the park or recreational areas unless attended and controlled by a leash. The individual in charge of an animal entering any park or recreational area is required to be in possession of proper implements for the gathering and disposing of animal feces. All feces will be collected immediately, not buried, but removed from the park or recreational area and placed in a trash receptacle or dumpster.
12. Defacing, injuring, displacing, removing or damaging any natural or artificial facility or appurtenance in the park shall not be permitted.
13. No persons shall scatter, drop, or leave litter in any portion of the park except in the receptacles provided for that purpose.
14. No person shall injure, deface, or destroy any notice, rules, or regulations for the use of a park posted or in any manner permanently fixed within the limits of same.
15. No one shall cut, injure, destroy, remove, disturb, interfere with or take any of the blossoms or fruit growing upon any tree, shrub, flower, or bush in a park.
16. Fires in parks shall only be allowed in designated areas where grills are provided. All fires are to be extinguished before leaving.
17. Groups or parties wishing to reserve a park facility shall apply for a permit prior to occupying such a facility. Applications for a permit must be made at least ten (10) working days before the time the group or party desires to occupy the park and a reservations fee must be paid according to the attached fee schedule to complete the reservation.
18. Use of township parks shall be restricted to persons who are residents of Towamencin Township or persons who are guests of the township residents, except for parks funded in part by federal or state grants.
19. Activities and games in the park shall take place in areas designated for such.
20. It shall be unlawful for any person or persons to bring into any park or any Township Open Space, or to discharge a weapon of any nature including firearms, air rifles, spring guns, bow and arrow, slingshots, BB guns or rifles or any other missiles or projectiles.
21. It shall be unlawful to molest, annoy, strike, injure, maim, kill or destroy any animal life and/or animal habitat in the park.

22. No soliciting, posting of notices or advertisements, vending or any commercial activity is permitted in any township park except any concession as may be duly established by the Board of Township Supervisors.

FISCHER'S PARK PARKING REGULATIONS

Among the most pressing concerns of Towamencin Township, with regard to park rentals are vehicular parking arrangements and the potential for damage to the park and to the floodplain. All persons using the facilities at Fischer's Park shall abide by the following Towamencin Township Parking Regulations:

- Parking area accommodates 148 cars.
- So to provide the general public with accessible parking spaces during events, no more than 50 spaces in parking area can be used for rental use(s).
- All groups renting park facilities shall identify any vehicles requiring access beyond designated parking areas (i.e., vendor trucks, bandstand flatbeds, etc.), needs to be approved by the Parks and Recreation Coordinator.
- No one shall park or drive in any area of the park where motor vehicles are restricted, unless they have express, written permission. (i.e., walking trails, grass areas, banks of creek, baseball field).
- Vehicles are ***not*** allowed to drive on the walking trails to drop-off or pick-up at the pavilions. This will only be permitted if the group has prior, written permission from the Township's Park & Recreation Department. Failure to comply with these regulations will result in the forfeiture of the security deposit.
- There is no parking permitted along any of the adjacent Township roads.
- Should there be no parking at Fischer's Park, please use the Bustard Park parking lot.
- ***Failure to comply with the parking agreement will result in a loss of the security deposit.***

Pool Facilities Permit Directions

Thank you for your interest in using the pool facility to host your event/activity. Please read the following rules and directions to make sure your day goes as planned:

Rental Rates		
Pool Pavilion (half)	Up to 3 hours for a group of 25 or less	$25
Pool facility (Private Parties) (50 Maximum)	*Monday & Wednesday Nights from 8:00pm-10:00pm* *Saturday & Sundays from 10:00am-Noon* **(June and July Only)** **(Pool Admission Included in Price)**	$250

- Pool facilities maybe be rented by Pool Members and Township Residents only
- All pool rental requests must fill out the Towamencin Township Parks Facilities use permit on page 2.
- Pavilion rentals give you exclusive use of **half of the pavilion for up to 3 hours**. Groups must be 25 people or less.
- Pool admission fees must be paid for all attendees unless they are already pool members.
- All pool rules must be followed at all times.
- The Pool Manager on duty reserves the right to terminate the rental at any time before or during the rental in case of emergency or in the case of misconduct. If the Township cancels the rental, a full refund will be issued if another date is not suitable. If the rental is cancelled due to misconduct by the users, no refund for unused time or for deposit will be refunded.
- Rain dates will not be held unless rented as a separate date.
- Cancellations must be made 10 business days ahead of the rental date in order to be refunded in full. All other cancellations up to four hours before the rental are subject to a 30% administrative charge. Rentals cancelled beyond the aforementioned time frames will not be refunded. In case of threatening or inclement weather, the pool staff/parks staff will arrange for alternate dates.
- Your reservation will be confirmed by a letter and a copy of your permit. **Please check in with the pool manager at 215-368-2615 two hours before the start of your party** to make sure that there are no changes or conditions that prohibit use.
- If you are using a caterer, a certificate of insurance must be provided two weeks previous to your party date from the caterer. A list of equipment to be used must be included and the caterer must make arrangements with the pool manager for entry into the pool area ahead of the date of the party. Caterer and renter are responsible for all trash and debris from the party food and decorations. Flyaway types of paper and décor are not permitted in the pool area. No straws or cellophane wrappers of any sort, no silly string or amusement of this sort will be allowed.

Please call the Parks & Recreation Office with any questions or concerns during business hours at 215-368-7602.

POOL PARTY APPLICATION

APPLICATION DATE: _____ PARTY DATE: _____

NAME: _____

STREET: _____

CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____

NUMBER OF GUESTS: _____ RENTAL TIME: _____

Pool Facilities Private Parties (maximum 50)

$250.00 Monday and Wednesday nights 8 – 10PM (June & July Only) Saturday and Sunday 10AM to Noon (Pool Admission Included in Price)

Pool Pavilion (half)	Up to 3 hours for a group of 25 or less	$25.00

Pool entrance fees must be paid for all swimmers who are non-members.

FOOD OPTIONS

#1. $55.95 3 Large Cheese Pizzas 6 Fresh Cut Fries 10 – 16 oz. Soda or Slush	Each Additional Pizza – $10.50 Each Additional Person – $5.00
#2. $45.95 10 Hot Dogs 6 Fresh Cut Fries 10 – 16 oz. Soda or Slush	Each Additional Person $5.00
#3. $51.95 10 – ¼ lb. Cheeseburgers 6 Fresh Cut Fries 10 – 16 oz. Soda or Slush	Each Additional Person $5.00
DESERT EXTRA #1: $17.50– 10 Single Scoop Ice Cream Cones (any flavor) Each Additional $1.75	
DESERT EXTRA #2: $20.00 – 10 Custom Made Ice Cream Cookie Sandwich (any Flavor) Each Additional $1.50	

The only food allowed to be brought in is the cake/cupcakes.
Drinks are also permitted if food is not ordered.

Fischer's Park
2225 Bustard Rd
Lansdale, PA 19446

A – Bull Pen Pavilion
B – Beck's Pavilion
C – Creek side Pavilion
D – Stable Pavilion
E – Carriage House Pavilion
F – Boathouse Pavilion
G – Arneth Entertainment