

BLUEBERRY HILL PARK
GAZEBO RENTAL PERMIT

RESERVATION DATE: _____
(Please list the day of the week, month, date and year)

PERMIT NUMBER: _____

STARTING TIME: _____ AM/PM ENDING TIME: _____ AM/PM NUMBER OF PEOPLE: _____

***START TIME IS THE EARLIEST ALLOWED FOR SET-UP; PLAN ACCORDINGLY**

RENTER'S NAME: _____ TYPE OF EVENT: _____

DAY PHONE (w/area code): _____ EVENING PHONE (w/area code): _____

MAILING ADDRESS: _____

RENTAL FEE: Borough Residents: 4 hour rental for \$75.00 Non-Borough Residents: 4 hour rental for \$100.00
or \$20.00/hr; minimum 2 hours or \$30.00/hr; minimum 2 hours
(If claiming resident status the permit and all checks must be in the resident's name)

DAMAGE/CLEANING: \$ 200.00* Check #: _____ DATE RETURNED: _____
*Check should be dated the date of your event.

TOTAL RENTAL FEE: \$ _____ for _____ hours Check #: _____ Date Received _____

***FULL PAYMENT DUE UPON SUBMISSION**

Make checks payable to "Borough of Franklin Park", 2344 West Ingomar Road, Pittsburgh, PA 15237.

I understand and do hereby agree that:

1. Use of the Borough's name and/or logo in the promotion of any event, including those events which an entity may hold at the Gazebo, is strictly prohibited without the consent of Borough Council. The Borough reserves the right to cancel the reservation of any person, group or organization violating this policy. Any person, group or organization violating this provision will also forfeit their rental fee.
2. A separate check must be made out for \$200.00 for the damage/cleaning deposit. **This check must be dated the date of your function.** This check will be returned following the rental, provided there are no damages and the gazebo is cleaned.
3. All persons that use the gazebo are required to abide by all park and recreation rules and regulations. Regulations will be provided when the Permit is submitted.
4. All persons, if given permission to use the gazebo, assume all responsibilities with regard to injury and/or accident and all liabilities. ***See attached Hold Harmless Agreement**
5. Permit holder agrees to be responsible for any damage done to the gazebo while this Permit is in effect.
6. The Permit holder is required to clean up any/all debris after each event. **Suggested cleaning supplies to bring:** broom, dust pan, garbage bags, bucket (water could possibly be available in Activity Center), sponge and/or rags
7. Cleanup must be completed within one hour following the event. ***Renter must dispose of all garbage properly, empty garbage can(s) and place trash in dumpster.**
8. Responsible adult supervision must be maintained at all times during use of the gazebo.
9. The Borough reserves the right to photograph events for promotional purposes.
10. Renters intending to provide activities or services such as caterers, tents, and/or special entertainment such as: bounce houses, petting zoo, pony rides, animal handlers, video game trailers, chain saw carver, etc must use a third party vendor in compliance with the Third Party Vendor Rider.
11. **STAPLES, NAILS AND THUMB TACKS ARE NOT ALLOWED TO BE USED ON THE WOOD OF THE GAZEBO OR ON THE PICNIC TABLES. USE OF SUCH MATERIALS WOULD RESULT IN FORFEITURE OF THE DAMAGE DEPOSIT. TAPE IS ALLOWED BUT MUST BE REMOVED. ELECTRICITY IS AVAILABLE.**
12. **NO ALCOHOL IS PERMITTED IN THE PARK.**
13. **CANCELLATION POLICY: IF THE PERMIT HOLDER CHOOSES TO CANCEL THE DATE OF THE RENTAL WITHIN 30 DAYS OF THE EVENT, NO REFUND WILL BE ISSUED; OTHERWISE MONEY WILL BE RETURNED TO THE ABOVE ADDRESS MINUS \$10.00 ADMINISTRATIVE FEE.**

***This signed permit gives the renter exclusive use of the Gazebo during the specified date and times. This permit should be present during the rental date.**

Renter's Signature: _____

Date: _____

Email: _____

Approved: _____

NON-EMERGENCIES CALL (412) 473-3056

EMERGENCIES ONLY CALL 911

FRANKLIN PARK BOROUGH
FACILITIES HOLD HARMLESS AGREEMENT

It is hereby understood and agreed that Franklin Park Borough will make available for recreational use park shelters, and other facilities and that I/we, the undersigned, acting on behalf of all participants, both individually and collectively hold harmless Franklin Park Borough, its officials, agents, employees, and volunteers, from and against all claims for injuries to our program participants or invited spectators resulting from our/their use of these facilities.

It is understood that I/we accept this condition in return for the use of the park recreational facilities or buildings on the days and times made available by the Borough.

All participants should be notified that Franklin Park Borough's liability for injuries is limited as defined under the Political Subdivision Tort Claim Act (330-1978) and the Recreation Use of Land and Water Act. We agree to notify the parents or guardians of all minors that they, and not the Borough of Franklin Park will be responsible for expenses for medical treatment resulting from participation in any program/activity for which we have requested this authorization.

In addition, persons requesting the use of parks for concession purposes shall provide to the Borough certificates of product liability insurance ensuring Franklin Park Borough against damages arising from the sale of food products and providing defense coverage and costs including attorney's fees as well.

The undersigned hereby acknowledges receipt of copies of all current Franklin Park Borough rules and regulations concerning use of its parks and recreational facilities and agrees to notify all participants in its activities of same, and also to ensure that all participants and invited spectators abide by such rules and regulations. Failure to do so shall constitute grounds for revocation of any or all permits for usage.

Permitee Print Name

Rental Date

Permitee Signature

Date

Co-Signer Signature

Date

**BOROUGH OF FRANKLIN PARK
GAZEBO RENTAL PERMIT**

THIRD PARTY VENDOR RIDER

Event Date: _____ Renter Name: _____

Start Time: _____ End Time: _____

Any Renter intending to provide activities or services such as caterers, tents, and/or special entertainment such as: bounce houses, petting zoo, pony rides, animal handlers, video game trailers, chain saw carver or similar entertainment, etc must use a third party vendor in compliance with this Rider. Activities or services not required to be in compliance with this Rider are: DJs/Bands, photographers, wedding cake providers, wedding officiators or similar ceremonial functions, food deliveries and/or entertainment such as musicians, magicians, balloon artist, craft parties. This Rider does not create a contract between the Borough and the third party vendor. The Hold Harmless Agreement between the Borough and the Renter is expressly incorporated into this Rider.

Third party vendors must provide proof of Commercial General Liability insurance including personal injury, broad form property damage, with limits not less than \$1,000,000 per occurrence, combined single limit of liability for both property damage and bodily injury including death. A Certificate of Insurance listing the Borough of Franklin Park as an additional insured on the day of the event or rental is required. The Borough reserves the right to request the actual insurance policy and any endorsements. The Borough shall be given prior written notice of cancellation of the insurance as follows: (1) at least ten (10) days prior written notice for nonpayment of premium; and (2) at least thirty (30) days prior written notice for any other reason. The Renter shall provide the Certificate of Insurance to the Borough at least five (5) days prior to the Event Date. Franklin Park Borough reserves the right to determine whether or not a third party contractor will need to provide an insurance certificate prior to participation in any event on borough grounds.

Contact Information:

Event Service Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Contact: _____

E mail: _____

Day of Event:

Main contact (present at event, delivery person, etc): _____

Estimated arrival (drop off) time: _____ Estimated departure (pick up) time: _____

Please provide a detailed description of the services the Event Service Company is providing for this event (including any equipment): _____

Renter's Signature: _____ Date: _____

Approved: _____

Certificate of Insurance received: _____

(Date)