



FRANKLIN PARK
BOROUGH
Est. 1823

BLUEBERRY HILL PARK
MAPLE GROVE PAVILION RENTAL PERMIT

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

STARTING TIME: _____ AM/PM ENDING TIME: _____ AM/PM

Hours: 9:00AM – 11:00 PM Friday - Sunday (Some Fridays may not be available until after 3:00 PM)

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

RENTER: _____ TYPE OF EVENT: _____

EMAIL: _____ PHONE: _____

MAILING ADDRESS: _____

★★PAVILION RENTER DOES NOT HAVE EXCLUSIVE USE OF THE PRACTICE FOOTBALL FIELD, PLAYGROUND OR RESTROOMS.★★

RENTAL FEES:

_____ **Resident/non-profit - \$325.00** _____ **Non-resident - \$400.00**

Alcohol Permit: \$25.00 _____

Kitchen (lower level): _____

Kitchen (refrigerator, sink, prep space) upon request.**

If the kitchen area is being requested the key can be picked up by the renter at the Franklin Park Municipal Building within five (5) business days prior to your rental date between 8:00 am – 4:00 pm Mon-Fri. The key can be returned by depositing it in our “Drop Off” box, at the municipal building, located in the One Way driveway immediately following your rental or to the Franklin Park Borough offices no later than 4:00 pm on the Monday following your rental. Place the key in the envelope that was provided when the key was obtained. If the key is not returned \$50 will be deducted from your damage/cleaning deposit.

TOTAL RENTAL FEE (rental fee + alcohol): \$ _____

DAMAGE/CLEANING: \$ _____ 300.00* *Should be dated the date of your event.

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 Maple Grove Pavilion, 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. A separate check must be made out for \$300.00, this covers the damage/cleaning deposit. **This check must be dated the date of your function.** This check will be shredded following the rental, provided there are no damages and the pavilion is cleaned.
2. All persons that use the pavilion are required to abide by all park and recreation rules and regulations. Regulations will be provided when the permit is submitted.
3. All persons, if given permission to use the pavilion, assume all responsibilities with regard to injury and/or accident and all liabilities. ***See attached Hold Harmless Agreement**
4. Permit holder agrees to be held responsible for any damage done to the pavilion while this permit is in effect.

5. The permit holder is required to clean up any/all debris after each event as stated in the Information and Guidelines.
Suggested cleaning supplies to bring: broom, dust pan, garbage bags, bucket, sponge and/or rags
6. Cleanup must be completed within one hour following the event. Renter must properly dispose of all garbage and recycling. Garbage bags and recycling (no bags) should be placed in designated areas. ***A \$250 fee will be assessed if the pavilion is not thoroughly cleaned and/or all garbage is not taken to the dumpster.**
7. Responsible adult supervision must be maintained at all times during use of the pavilion.
8. The Borough reserves the right to photograph events for promotional purposes.
9. 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.
10. **ELECTRICITY AND WATER ARE AVAILABLE. PLEASE MAKE SURE THESE ARE OFF WHEN LEAVING.**
11. **STAPLES, NAILS AND THUMB TACKS ARE NOT ALLOWED TO BE USED ON THE WOOD OF THE PAVILION OR ON THE PICNIC TABLES. USE OF SUCH MATERIALS WOULD RESULT IN FORFEITURE OF THE DAMAGE DEPOSIT. TAPE IS ALLOWED BUT MUST BE REMOVED.**
12. **NO ALCOHOL IS PERMITTED IN THE PAVILION WITHOUT A PERMIT. ALCOHOL MUST REMAIN IN PAVILION.**
13. **SEE CANCELLATION POLICY BELOW. ANY REFUND WILL BE RETURNED TO THE ABOVE ADDRESS.**

***THIS SIGNED PERMIT GIVES THE RENTER EXCLUSIVE USE OF THE PAVILION DURING SPECIFIED DATE AND TIMES. THIS PERMIT SHOULD BE PRESENT DURING THE RENTAL DATE.**

Cancellation Policy

Written Cancellation - MORE THAN 60 DAYS Before Scheduled Event
the Borough will hold the following administrative fees:

Resident/Non-Resident - All Day Rates - \$50

Written Cancellation - LESS THAN 60 DAYS Before Scheduled Event
In the event the Borough is able to rent the facility on the same date, the Borough will hold the following administrative fees:

Resident/Non-Resident - All Day Rates - \$125

In the event the Borough is NOT able to rent the facility on the same date AND for the same rental fee, the Renter forfeits the entire Rental Fee to the Borough.
No refund will be issued.

I HAVE READ AND UNDERSTAND THE ABOVE AFOREMENTIONED INFORMATION AND THE PAVILION RENTERS INFORMATION AND GUIDELINES AS WELL AS THE RULES AND REGULATIONS FOR USING PARKS AND PARK LAND IN THE BOROUGH OF FRANKLIN PARK. I WILL ABIDE BY THE POLICIES/PROCEDURES SET FORTH BY THE BOROUGH OF FRANKLIN PARK.

RENTER'S SIGNATURE: _____ TODAY'S DATE: _____

RENTER: PERMITS WILL BE E-MAILED. PLEASE HAVE AVAILABLE TO VIEW BY THE SUPERVISOR.

Call 412-720-2778 if there are any problems with the facility.

Emergency Only - Dial 911

Non-emergency number for Police: 412-473-3056

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

MAPLE GROVE PAVILION
KITCHEN USE ACKNOWLEDGEMENT FORM

RENTAL DATE: _____

RENTER'S NAME: _____

The procedures to use the kitchen are as follows:

- A key for the kitchen can be obtained from the Franklin Park Borough Municipal Building within five (5) business days prior to your event. Borough offices business hours are
Monday – Friday from 8:00 AM to 4:00 PM.
- It is the renter's responsibility to make sure the kitchen is cleaned. This includes: cleaning all spills and crumbs from on or inside the refrigerator, sink, counter tops and floor. If this procedure is not followed, you will forfeit a portion of your cleaning/damage deposit.
- The key must be returned by either depositing it in our "Drop Off" box located in our one way driveway at the Franklin Park municipal building (use the envelope the key was provided in) or return it to the Franklin Park Borough offices no later than 4:00 pm the Monday following your rental. If the key is not returned \$50 will be deducted from your damage/cleaning deposit.
- The key is for the day of rental only. Please do not take any items in advance of the rental date.

I AGREE TO THE ABOVE PROCEDURES IN ORDER TO USE THE KITCHEN FACILITIES AT THE MAPLE GROVE PAVILION ON THE RENTAL DATE ONLY, AS STATED ABOVE.

Renter's Name (Printed)

Renter's Signature

Date

BOROUGH OF FRANKLIN PARK

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)