

PAVILION & PERFORMANCE STAGE RULES & REGULATIONS

- All pavilion and performance stage applications must be signed and approved by the Park Manager. When approved a confirmation will be sent to you with a copy of the paid rental and the applicable rules and regulations. If your application is not approved, you will be called.
- An approved application must be available on site.
- Park Hours are 9:00 am to 8:30 pm. A member of your group must be present during the time you specify.
- Telephone reservations are not accepted. All fees must accompany application.
- Application/reservation must be submitted at least two weeks prior to event.
- We cannot accept a reservation for an alternate rain date.
- Alcoholic beverages are prohibited
- Pets are prohibited
- Please leave the Performance Stage and Pavilion clean
- Please use trash receptacles
- No parking in restricted areas
- You are responsible for the Pavilion and/or Performance stage and facilities from the time you arrive until you leave. Therefore, it is necessary to indicate these hours on your application. A Borough employee will open and close the facilities you request, so the hours on this application must be accurate. Please consider your set up and clean up times when indicating your hours.
- If you do not arrive or close at the times written on your application, your security deposit will be forfeited.
- Any time variation from what is listed on this application will require a written request and approval by the Borough of Hellertown so that the necessary staff may be informed.
- The required security deposit will be refundable if the property utilized is in a neat and orderly condition after the applicant's use. In cases where the Pavilion and/or Performance Stage must be cleaned or is damaged, the security deposit will not be refunded.
- The applicant assumes full responsibility for any damage to Borough equipment or property.
- The Borough of Hellertown assumes no responsibility for injury or death of any individual occurring within the recreation places of the Borough of Hellertown. All users of said recreation places hereby agree to assume the risk of any injury or death.
- Any person to whom a permit is issued for the use of the Pavilion and/or Performance Stage facilities or any recreation place shall be responsible for those persons using the facilities and shall be present at all times on the dates and during the time the permit is issued.
- The Borough reserves the right to refuse, at its discretion, any permit requested, for just cause and further reserves the right to revoke any permit previously issued for just cause.

Signature of Applicant

Date

Borough of Hellertown
685 Main St., Hellertown, PA 18055
610-838-7041
www.hellertownborough.org

APPLICATION FOR USE OF BOROUGH FACILITY

Rental Date _____

Hours _____ to _____

No. Of Guests _____

Pavilion Only & Security Deposit: \$100.00 + \$100.00 = \$200.00

Pavilion w/Utilities & Security Deposit: \$125.00 + \$100.00 = \$225.00

Performance Stage & Security Deposit: \$150.00 + \$100.00 = \$250.00

Purpose (Reunion, Birthday, Picnic, Graduation, Shower, etc.) _____

Organizations & Business must supply a Public Liability Insurance Certificate

Name of Public Liability Insurance Company _____

All fees, security and Certificate of Insurance must accompany application in order to be processed.

Person In Charge :

Name _____

Address _____

Phone _____ Cell _____

- If you wish to be on the mailing list for next year, check here _____

I/We hereby request permission for the use of the Borough of Hellertown Park Pavilion and/or Performance Stage for the specified reason above. If granted permission, I/We agree to comply with any and all ordinances and resolutions regulating the use of same. Cancellation requests must be made in writing, For any cancellation less than 14 days, prior to the event or activity, the entire fee is forfeited. However, the security deposit will be refunded. I/We have been provided with the Pavilion and Performance Stage Rules & Regulations. I/We agree to maintain the Pavilion and/or Performance Stage in the same condition before leaving the area. If you have a problem with occupancy, contact Northampton County Non-Emergency at 610-330-2200.

- Please read and sign Pavilion/Park/Performance Stage Rules on Reverse Side

Signature

Date

Amenities Needed		
_____ Pavilion	_____ Electric	Other _____
_____ Performance Stage	_____ Tables	
_____ Kitchen	_____ Water	
_____ Gas	_____ Restroom Facilities	

Please Submit Two Separate Checks		
Rental Fee \$ _____	_____ Cash	_____ Check
Security Deposit \$ _____	_____ Cash	_____ Check
• Security Deposit will be refunded within two weeks after inspection and confirmation by the Public Works Department that the facility was left in a clean and orderly fashion.		
DO NOT WRITE BELOW		
• Security Deposit Returned on _____ By _____		
Approved By _____	Approved Date _____	Amount Paid \$ _____