

BOROUGH OF SINKING SPRING
3940 PENN AVENUE
SINKING SPRING, PA 19608
Phone (610) 678-4903 – Fax (610) 678-5802

Application and Permit for
Borough of Sinking Spring Park and Recreational Pavilion @ Brookfield Manor

- This application and permit is solely for the pavilion and the facility within the pavilion.

Date(s) for which you are requesting
use of pavilion and/or facilities _____ 20____ Hours from _____ to _____

Purpose _____ Equipment Requested ____ No ____ Yes

Permit No. _____ Anticipated Attendance _____ Pavilion Capacity 100 Persons

Note: Keys for Pavilion may be picked up two (2) working days prior to event in the borough office during normal business hours upon receipt of a \$200.00 cash deposit. Office hours are 8:00 am to 4:00 pm Monday through Friday. Only person responsible, listed below, can pick up the key. Must show driver's license as proof of residency.

We, the undersigned, do hereby agree to strictly comply with the rules and regulations established by the Borough governing use of the pavilion, copy of which is attached hereto. We agree to assume full responsibility for any damage to or loss of Borough property caused by use of the above-described accommodations.

In addition, the undersigned hereby acknowledges and agree as follows:

That all guests will be made aware of the rules and regulations and will abide by them.

That the undersigned do hereby remise, release and forever discharge the Borough of Sinking Spring, its successors and assigns, and its agents, servants, employees and officials from any and all claims, rights and causes of action of whatsoever kind or nature that may arise from/or by reason of any and all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to property and consequences thereof, which hereafter may be sustained by the undersigned or by any other person or persons using said premises with the knowledge and consent of the undersigned.

Furthermore, the undersigned, do hereby expressly stipulate and agree, in consideration of the above stated, to indemnify officials, against loss from any and all further claims, demands, and actions, in law or equity, that may hereafter at any time be made or brought against the said Borough of Sinking Spring by any person for the purpose of enforcing a claim for damages on account of personal injury of property damage that may be sustained by any person caused by the acts or the omissions of the undersigned; and the undersigned does hereby waive any and all rights of exemption, but as against such claim for reimbursement of indemnity.

(Please print clearly except for signature)

Group name (if any) _____

Person(s) responsible _____ Title (if any) _____

(Must be at least 21 years of age)

Address _____ Phone (Home) _____

_____ (Work) _____

Signature of Person responsible _____

Driver's License # _____ Expiration _____

Official use only. Do not write below.

Rental Fee ____ **Resident \$150.00** ____ **Non-Resident \$200.00** ____ **Cash Only Key Deposit \$200.00**

____ Application Approved ____ Application Denied Permit No. _____

Amount Paid _____ Date Paid _____

A fee of \$30.00 will be charged for any returned check.

BOROUGH OF SINKING SPRING
3940 PENN AVENUE
SINKING SPRING, PA 19608
Phone (610) 678-4903 – Fax (610) 678-5802

**Rules and regulations for use of Borough of Sinking Spring
Park and Recreational Pavilion @ Brookfield Manor**

1. Permits are required to reserve the pavilion and pavilion facility.
2. All requests for use of park and recreation areas must be submitted on the appropriate applications and permit forms provided. No reservation will be held without approval of this permit. The Borough Office will issue a copy of the approved or denied permit.
3. No permit shall be issued to any individual under the age of 21 years. The “person(s) responsible” listed on the permit is (are) jointly and severally liable for all costs, expenses, fees and all property damage and/or personal injury occurring or sustained by any individual in attendance.
4. A deposit must be received at least 48 hours prior to the date and time of reservation. Refunds will not be granted under any circumstances.
5. No staples or tacks on the pavilion or tables.
6. No glass containers of any kind in the pavilion or the park.
7. No animals are allowed in the pavilion or the park.
8. Parking on the grass is not allowed. No exceptions.
9. Groups are responsible for the structure and contents of the pavilion during the entire time of their occupancy. Any damage will be the financial responsibility of the group and/or the “person(s) responsible” to whom the permit is issued.
10. Fires are not to be built nor are they permitted anywhere but in a grill. The grill provided must be emptied and cleaned after use. Ashes must be placed in the designated can.
11. Profit making activities, except those conducted by a resident charitable, civic or church organization(s) are strictly prohibited.
12. All groups using the pavilion and its facilities are required to return it to its proper condition prior to leaving.
13. Restrooms, kitchen, and pavilion shall be clean.
14. All decorations, signs, staples, tacks, tape, etc. must be removed.
15. All trash placed in dumpster.
16. Tables, chairs, trashcans arranged.
17. Rental hours are from 9:00am to 9:00pm. Groups cannot set up before 9:00am. Pavilion, kitchen and restrooms must be returned to proper condition and vacant by 9:00pm.
18. The “person(s) responsible” listed on the permit must be present during the entire period of use.
19. Groups and persons are required to follow and obey all pavilion rules and regulations in this application and posted at the pavilion. Additional charges will be assessed for the failure to abide by them.
20. Whenever any conduct or acts of individuals or a group is determined to be in violation of any rules, ordinances, or regulations of the Commonwealth of Pennsylvania or the Borough of Sinking Spring, the privilege to use the facility will be terminated immediately and will be expelled from Borough property.

Note: Please take this application along the day of your function as proof of payment, date and pavilion reserved. Rules and regulations are strictly enforced.