

SHIPPINGPORT BOROUGH

PAVILION RESERVATION & CONTRACT

FACILITY REQUESTED _____ DAY _____ DATE _____

SPECIFIC HOURS _____ NUMBER EXPECTED _____

APPLICANT'S NAME _____ ORGANIZATION _____

STREET ADDRESS/P.O. BOX _____

CITY _____ ZIP CODE _____

TELEPHONE _____ WORK PHONE _____

DRIVERS LICENSE NO. _____

ANY SPECIAL ACTIVITIES OR EQUIPMENT (EXAMPLE: TENTS, DELIVERY TRUCKS, FIRES, SOUND SYSTEMS, PIG ROAST, ETC.) _____

Approval by Borough Secretary _____



BOROUGH USE ONLY

Make Checks Payable to "Shippingport Borough"

DEPOSIT REFUND

Amount \$ _____

Deposit \$ _____ Date Paid _____ Check No. _____

Check Number _____

Pavilion Fee: Amount \$ _____ Date Paid _____
Check No. _____

APPLICATION APPROVED _____ DATE _____

ISSUING AGENT



PLEASE READ CAREFULLY

The undersigned hereby makes application for the use of the above described facilities and agrees to abide by the rules and regulations in effect, to leave the facilities in good, proper condition and report any damage done during the use of the facilities to the Borough of Shippingport Police Department within twenty-four (24) hours of departure. The applicant agrees to hold the Borough of Shippingport free and harmless from any liability of any nature.

I certify that I have received a copy of the condition of use refund policy and general rules for usage and that I understand and agree to abide by them. I am aware that I will be sent a copy of any changes to these rules. I further understand that any expenses to the Borough of Shippingport related to damage of facilities or violation of rules may result in the withholding of security deposit and future rentals.

Signature of Applicant

Date of Application

SHIPPINGPORT BOROUGH
PAVILION RESERVATION INFORMATION
(724) 643-4333

Large Pavilion	\$75.00 – Residents \$150.00 – Non-Residents \$100.00 – Deposit
Small Pavilion	\$0.00 – Residents \$50.00 – Non-Residents \$50.00 - Deposit

Definition of Resident: one who resides in a place (Place = Shippingport)

The deposit will be refunded upon satisfactory inspection of the site.

Pavilion reservations will be accepted from 9 AM – 3:30 PM on a first come first serve basis at the Borough Municipal office. Telephone reservations will not be accepted on weekends.

Applicant must be at least 18 years old. Applicant must produce proof of residency.

Number of reservations per year

Residential Households – May rent the Large Pavilion twice (2) per year at the Resident rental fee. Any additional reservations after the second (2) rental, the resident will have to pay Non-Resident rental fees.

Payment Schedule & Procedure

Persons coming to the Municipal Office must pay the deposit and make total payment within 7 business days. Persons telephoning the Municipal Office must pay the deposit and total payment within 7 business days. You (yourself) must fill out the application/contract and make payment in person at the Municipal Office. Non-payment within 7 days will void your reservation.

Cancellation Procedure

100% refund if cancellation notice is given 30 days prior to scheduled event.
50% refund if cancellation notice is less than 30 days prior to scheduled event.

PLEASE NOTE:

The rental of the pavilions does not mean that you have rented the entire park.

The Borough reserves the right to limit the size of the group using the pavilion.

The contract must be taken with you to the pavilion as proof for the use of the pavilion.

Use of the ball field is limited to times when no league games are scheduled.

SHIPPINGPORT BOROUGH

PAVILION & PARK RULES

1. Park Hours: 9 AM – Dusk
2. No alcohol
3. No glass containers are permitted
4. No pets of any kind
5. Trash, garbage and cigarette butts must be placed in containers provided in the park
6. If tables are moved, they must be returned to their original positions
7. If you use the cooler, be sure it is unplugged and clean up any spills
8. Fires are allowed in the picnic grills provided at the park
9. Amplifications systems – the Borough must approve the use of a D.J., stereo system or band
10. Parking – cars must park in the spaces provided. **ABSOLUTELY NO PARKING IN THE GRASS!**
11. Directional signs – balloons, arrows, etc. designating picnics, reunions, parties, or any other function may not be posted on trees, telephone poles or street signs on public property, inside the park or at the park entrance. Directional signs must be located on a removable post installed by the applicant. All posted signs must be removed immediately following the rental. Failure to remove posted signs will result in loss of deposit refund.
12. No nails, tacks or staples will be used on the pavilion, tables or entrance sign. Do not use tape on the pavilion. Any decoration must be removed immediately following the rental.
13. Shippingport Borough assumes the responsibility for routine maintenance of the park and pavilions and shall make every effort to prepare the park for use as requested by the party, however, the Borough reserves the right to deny any request for special provisions, fires, pig roasts, amplification systems, tents, etc.

The Borough shall inspect the pavilion following the rental. If for any reason there is damage to any part of the pavilion rented, the Borough shall determine the extent of damage and deduct the dollar amount from the deposit. Also, if the clean up exceeds the routine duties required, a restitution fee shall be assessed and deducted from the deposit. In either or both cases, if the amount of damage or extra clean-up required exceeds the deposit paid, the Borough reserves the right to bill the renter for the balance to be paid in full no more than 30 days from the billing date. If payment is not received from the renter within that time, all future pavilion requests will be denied until such time as the Borough receives payment. The renter may also be subject to criminal prosecutions should the loss to the Borough be deemed criminal or negligent.

14. If problems occur after office hours, call 724-494-7819 or 724-480-9242.