

## MANOR BOROUGH PARK PAVILION RENTAL AGREEMENT AND GENERAL RULES & REGULATIONS

1. Return all applications to 44 Main Street, Manor, PA 15665.
2. **Attn: PARK RENTAL** Please make checks payable to the **Borough of Manor**.

On or after January 1, 2013, the rental of the Manor Borough Park Pavilion will be at the following rates, without discount or waiver based on purpose, except as may be granted by Borough Council:

Residents	\$75.00
Non-Residents	\$100.00
Non-Profit	\$75.00 (must show proof of non-profit status)
Businesses	\$125.00

In addition to the above rates all rentals will require the Licensee post a \$100.00 security deposit.

Borough Council may waive the applicable rental rate in those instances it deems appropriate.

In any rental instance of a reduced or waived fee, a security deposit of ONE HUNDRED (\$100.00) DOLLARS will be collected. Said deposit will be refunded in whole, or in part, after an inspection is completed by the Borough Secretary or such other individual appointed by the Secretary, evidencing that no damage has been done to the pavilion.

**\*\*\* SECURITY DEPOSIT CHECKS WILL NOT BE RETURNED WITHOUT A SELF  
ADDRESSED STAMPED ENVELOPE\*\*\***

3. Applications will be honored on a first paid basis. A non-refundable deposit of Twenty-Five (\$25.00) dollars will be required to hold the rental for a particular date. This deposit will be due with the executed Application. Reservations may be made on and after January 1<sup>st</sup> of each year for that year.
4. The cancellation of a reservation by the renters will result in a forfeiture of fees if the office is not notified in writing within thirty (30) days of the scheduled reservation. **No refunds will be issued due to inclement weather.**
5. The park closes at **Dusk**. All persons must leave the park at the request of the Borough representative or Police Officer at the appointed closing time. **Non-compliance shall result in forfeiture of your security deposit.**

6. Motor Vehicles and Pedacycles must stay on established roadways and designated parking areas. **NEVER** block the main drives in case of emergency. **AERIAL EVENTS ARE NOT PERMITTED IN THE PARK AT ANY TIME. Absolutely NO parking under Pavilions or stopping on roadway of the park for the purpose of registering or soliciting. Any vehicles left overnight will be towed away at the Renters expense.**
7. Fires are permitted in grills and barbecue pits only. Tables **must** be **replaced** under Pavilion if removed. **No** staples, tacks, or nails to anchor table cloths to tables. **No** staples, tacks, or nails to attach anything to the Pavilion posts. Non-marking tape **ONLY** is allowed and must be removed after rental. **Non-compliance shall result in the forfeiture of your deposit.**
8. Water is provided for clean up only, not recreational purposes.
9. **NO OFFENSIVE WEAPONS, FIREWORKS, PETS, GLASS BOTTLES OR UNLICENSED MOTORIZED VEHICLES** are permitted in the pavilion. **Non-compliance shall result in the forfeiture of your deposit.**
10. Pavilion rental does not include reservation of surrounding area or facility.
11. **ALCOHLIC BEVERAGES ARE NOT PERMITTED. NO GLASS or BOTTLES WITHIN THE FACILITY, FOR THE SAFETY OF ALL WHO ENTER.**

Additional picnic facilities and/or activities such as tents, hayrides, bounce houses, train rides, and horses must have prior approval by the Borough Officials before such items/activities are permitted. Persons, groups or organizations damaging the park facilities will be held financially responsible, as noted by Borough employees, officials or Police Officers, who will document the damages and present them to the Borough Office. **THIS INCLUDES WILLFUL DAMAGE OR LOSS OF EQUIPMENT.**

12. All garbage **MUST** be placed in the dumpster or a **\$40.00** clean up fee will be deducted from your security deposit.
13. Manor Park cannot be closed exclusively for any pavilion rental. Manor Park is paid for by tax dollars of Manor property owners for their use and enjoyment during regular park hours.
14. The permittee hereby agrees to indemnify and hold harmless, the Borough and its employees and agents, from any and all claims for damage or injuries to persons or property resulting from use and occupancy of the park, its facilities and equipment. The permitted shall provide to the Borough upon request, proof sufficient to the Borough, that the permittee can fulfill its obligations hereunder.

**Office Use Only**

Rental Check # \_\_\_\_\_ Amount \_\_\_\_\_ Rental Date \_\_\_\_\_  
Deposit Check # \_\_\_\_\_ Amount \_\_\_\_\_ Pavilion \_\_\_\_\_

**MANOR BOROUGH PARK  
PAVILION RENTAL APPLICATION**

*Person responsible for the application must be 21 years old or older*

Name of Group \_\_\_\_\_ Number in group \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**ALTERNATE:**

Name \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Date Preferred \_\_\_\_\_ Second Choice \_\_\_\_\_

**PLEASE DO NOT REMOVE TABLES**

If tables are removed \$40 will be deducted from your Security Deposit

*Please place all garbage in the dumpster (located next to the Police Station) or a **\$40.00** clean-up fee will be deducted from your deposit.*

Please forward a check payable to the **BOROUGH OF MANOR** in the amount of \$25.00 to hold your event date.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Please have a copy of your rental application with you on *the day of your event.***

**\*\*\*NO OFFENSIVE WEAPONS, FIREWORKS, PETS, GLASS BOTTLES OR UNLICENSED MOTORIZED VEHICLES are permitted in the pavilion\*\*\***

**\*\*\* SECURITY DEPOSIT CHECKS WILL NOT BE RETURNED WITHOUT A SELF ADDRESSED STAMPED ENVELOPE\*\*\***