



31 West Summit Street  
Souderton, PA 18964  
Phone: (215) 723-4371  
Fax: (215) 723-5569

[www.soudertonborough.org](http://www.soudertonborough.org)

**Souderton Park and Recreation Pavilion rentals are available 9:00AM to 2:00PM or 3:00PM to 8:00PM or Full Day**

/ /  
Today's date

Event Name: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Number of Guests Expected: \_\_\_\_\_  
Start Time: \_\_\_\_\_AM/PM End Time: \_\_\_\_\_AM/PM  
Event description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Organization:</b>	<b>Pavilion Rental Only</b> (checkoff that apply)		
Personal	<b>Resident</b>	Weekday \$60/session	Weekend \$100/session
Business		Weekday Full Day \$100	Weekend Full Day \$150
Non-Profit Organization	<u>Non - Resident</u>	Weekday \$80/session	Weekend \$160/session
		Weekday Full Day \$150	Weekend Full Day \$200

**Additional Rates:** (Request will be reviewed by the Park and Recreation Committee for approval.)

- Large Group Rate - (100 - 499 attendees) - \$200.00
- Large Group Rate - (500+ attendees) - \$500.00
- Kitchen Rental - \$100
- Band Shell Rental - \$150
- Police Coverage - TBD
- Staff Coverge - TBD
- Other - Please explain

*If your group is more than 100 guests, or you need additional accommodations, please contact Christine Nicholas directly at 215-723-4371 or email [cnicholas@soudertonborough.org](mailto:cnicholas@soudertonborough.org)*

**Contact Details**

**The undersigned is at least 18 years of age, has read all of the attached policies of the Souderton Parks and Recreation Committee and will further agree to adhere to the sold policies and assume all responsibility for the proper conduct of all personals in attendance.**

Contact Name: \_\_\_\_\_ Phone# \_\_\_\_\_  
Company Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## **RULES & REGULATIONS FOR USE OF RECREATION FACILITIES**

1. **Renter/Organization shall provide a Certificate of Liability Insurance.**
2. Renters/Organizations shall submit a complete Reservation Request Form and all related fees to Souderton Borough Office in advance of reservation request. Any special instructions/requests shall be made at the time a reservation request is submitted. A Security Deposit of \$100 is due at the time of request.
3. The renter/renting organization shall be responsible for all attendees who attend their event and may be held liable for any guests not in compliance with rules & regulations.
4. The Parks & Recreation Committee reserves the right to determine who shall be eligible to use rented facilities and establish certain terms or conditions regarding the use of such facilities. These terms and conditions are subject to change.
5. Renters of the facility shall be responsible for removing all property which they bring to the facility, and for restoring the property to a respectable condition upon departure. Failure to properly clean up and dispose of waste may result in additional charges.
6. Renters of the facility shall be held responsible for any damage done to the equipment or facilities that occurs during the time of rental. Damages may result in additional charges.
7. Reservations are on a first-come, first-serve basis. Borough and/or regularly scheduled events may take priority on assigned dates.
8. The use of drugs, illegal substances, weapons, and fireworks are prohibited in rented facilities and parking lots. Persons or groups disregarding this regulation may be expelled from the premises, denied future rental privileges, and reported to the Souderton Police Department.
9. The use of alcohol in rented facilities is not allowed unless a permit is first obtained. A permit may be obtained through the Souderton Police Department. The consumption of permitted alcohol shall not result in public drunkenness or otherwise unruly behavior. Persons or groups disregarding this permit and rule may be expelled from the premises, denied future rental privileges, and reported to the Souderton Police Department.
10. Renters understand that they are renting the exclusive use of a certain space within a community park. Other individuals may still use public spaces in the area, including playground equipment, bathroom facilities, and open space.
11. Renters shall maintain a reasonable noise level in good faith with the peace and quiet enjoyment of residents and those around them. Renters must strictly adhere to the Borough Noise Ordinance.
12. Common sense should be used regarding the use of equipment and facilities. Order shall always be maintained, and all facilities should be used with general care.
13. Renters/Organizations using rented facilities must abide by all Rules & Regulations, and all Souderton Borough Ordinances. Failure or refusal to comply with stated rules may result in the forfeiture of reservation and denial of future privileges.

### **Payment Details**

***Checks and/or cash (in person or mail) Souderton Borough 31 W. Summit Street, Souderton, PA 18964***

***Separate Security Deposit required \$100, non-refundable if you cancel.***

***All checks payable to "Souderton Borough"***

**Payment method:**



Check



Cash

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date