



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

www.soudertonborough.org

**Souderton Parks 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: _____

Organization:

- ☐ Personal
- ☐ Business
- ☐ Non-Profit
Organization

Pavilion Rental Only (check all that apply)

Resident

- ☐ Weekday \$60/Half Day ☐ Weekend \$100/Half Day
- ☐ Weekday Full Day \$100 ☐ Weekend Full Day \$150
- ☐ Weekday \$80/Half Day ☐ Weekend \$150/Half Day
- ☐ Weekday Full Day \$150 ☐ Weekend Full Day \$200

Non-Resident

Additional Rates: (Requests will be reviewed by the Parks and Recreation Committee for approval)

- ☐ Large Group Rate - (100 - 499 attendees) - \$200.00
- ☐ Large Group Rate - (500+ attendees) - \$500.00
- ☐ Kitchen Rental - \$100
- ☐ Bandshell Rental - \$150
- ☐ Police Coverage - TBD
- ☐ SB Staff Coverage - 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.**

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 said policies and assume all responsibility for the proper conduct of all persons 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. 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.

10. 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.

11. 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.

12. 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