

PORT CLINTON BOROUGH

PAVILION RENTAL AGREEMENT

RENTER'S INFORMATION

Type of user: ☐ Individual ☐ Business ☐ Nonprofit ☐ Other _____

Name: _____

Address: _____

Daytime Phone: (____) _____ Evening Phone: (____) _____

Are you a current resident of the Port Clinton Borough: ☐ Yes ☐ No

PAVILION INFORMATION

Rental Date: _____ Event Times: (Start) _____ (End) _____

Event Description: _____ **(NO WEDDINGS)**

Number of Guests: _____ Payment Type: ☐ Cash ☐ Check

☐ Pavilion (\$50 for Residents ~ \$75 for Non Residents ~ \$100 for Paddle Groups) \$ _____

☐ Electric Needed Yes ☐ No ☐

Security Deposit (\$25.00) \$ 25.00__

Total \$ _____

By signing this document, you are entering into a temporary agreement with the Borough of Port Clinton. The Borough of Port Clinton agrees to lease the Port Clinton Park Pavilion from (start time) _____ to (end time) _____ on (month) _____ (day) _____ (year) _____ for the amount of (total from above) \$ _____. The security deposit will be refunded only if the area has been cleaned to prior conditions and no damage to rented pavilion or surrounding areas has resulted from you or a member of your party.

By signing this document, you agree to the terms and conditions of this agreement as stated above. You agree to abide by rental pavilion rules and regulations. By signing this document, you also agree that Port Clinton Borough will be held harmless from and against claims, causes of actions, damages, liability, loss or costs (including reasonable attorney's fees) of every kind and nature whatsoever, which directly or proximately result from or which are caused by any act or omission of the Renter or any of its offices, agents, employees, representatives, assigns, guests, patrons or invitees, or by their use of occupation of the Premises pursuant to the Agreement.

Renter's Signature (required): _____ **Date:** _____

Please return this form along with your payment to Port Clinton Borough, ATTN: Park Reservations, PO Box 246, Port Clinton, PA 19549.

PAVILION RENTAL INFORMATION SHEET

Rental Requirements:

The rental of the Port Clinton Pavilion is subject to availability on a first come first served basis. Renters must be at least 21 years of age or older to rent the pavilion.

The pavilion is rented out for the entire day. There are no partial rates for ¼ or ½ day rentals. The pavilion is available from **sunrise until sunset**. Individuals who require additional time must receive Borough approval prior to securing your reservation.

Removal of Trash:

Borough will remove trash that is placed in the provided barrels. For large events that will create an abnormal amount of trash a dumpster must be provided/arranged by the Renter and at their expense.

Certificate of Insurance: Paddle Groups need to submit a copy with their reservation/payment.

How to Reserve the Pavilion:

Reservations can be made by contacting the Borough at the number below. Rental of the pavilion is not guaranteed until the usage fee and security deposit has been paid to the Borough. The pavilion will be held for one week from the date of inquiry. If payment is not received in this timeframe, the pavilion can be reserved by another party.

Kelly Henry, 610-463-5933 (Pavilion Reservations)

John Blackwell, 717-385-8224 (Electrical Issues)

Park Rules:

- **NO foul language, alcoholic beverages or illegal drugs are permitted on park property.**
- Glass bottles are not permitted outside of pavilion.
- Picnic tables are not to be removed from the pavilion without prior approval.
- Fireworks that are illegal to use in Pennsylvania are also illegal to use on park property.
- Fishing is permitted in accordance with state laws and regulations of the PA Fish and Boat Commission.
- **Please be considerate of Borough residents. If the volume of your event impedes on neighbors, you will be asked to quiet down. No parking on private lawns or blocking driveways.**
- Parking is available along Schuylkill Street. Additional parking is permitted inside the park as long as there has been no heavy rain. Please decide at the time of rental if additional parking is needed.
- No pets allowed unless required under the ADA.
- Port Clinton Borough is not responsible for lost or stolen property.

****For paddle groups who camp over night:** All tents need to be set up in the open area on the west side of the pavilion. The pavilion rental does not include from basketball court to gray building. **NO TENTS/HAMMOCKS ARE ALLOWED ON THE PLAYGROUND SIDE OF THE PARK. PLEASE INFORM ALL ATTENDEES OF THIS RULE. THEY WILL BE ASKED TO MOVE IF SET UP IN THIS AREA.** Any questions, contact Kelly. Your cooperation is appreciated.

Use of other facilities:

Other visitors are permitted use of park facilities, aside from the pavilion at the time of the event. The playground, riverbank, baseball field and grove are open to the public.

Cancellation Policy:

Reservations may be cancelled up to two (2) days prior to the event. A ten dollar (\$10.00) cancellation fee will be imposed by the Borough if cancellation is made within this timeframe. Cancellations made after this timeframe will only be refunded their security deposit.