



West Caln Township

PO Box 175

Wagontown, PA 19376

610.384.5643

LAYTON PARK PAVILION RESERVATION FORM AND AGREEMENT

West Caln Township Board of Parks & Recreation

PO Box 175, Wagontown, PA 19376

Event Date _____ Pavilion # _____ Approximate Time of Event _____

Name of Organization/Family _____

Contact Person _____ Contact Person's Phone Number _____

Contact Person's Address _____

Contact Person's Email Address _____

Type of Event _____ Approximate Number of People _____

Check corresponding box(s) if you plan to have a moon bounce, gaming truck, food truck or outside vendor.

*Vendors insurance certificate listing **West Caln Twp 721 West Kings Highway Coatesville, PA 19320** as additional insured must be provided 7 days prior to event date.*

Moon bounce Gaming Truck Food Truck Other Vendor

ALL FEES ARE NON-REFUNDABLE AND DUE AT THE TIME OF MAKING THE RESERVATION.

PAYMENT METHODS ACCEPTED: CASH, CHECK OR MONEY ORDER

Proof of residency required to receive the resident rate

Pavilion 1*	First come-first served	No Charge
Pavilion 2**	West Caln Residents \$100	Non-residents \$150
Pavilion 3	West Caln Residents \$200	Non-residents \$250
Pavilion 4**	West Caln Residents \$75	Non-residents \$100

*The public restrooms are located in Pavilion 1 and serve the entire park.

**Pavilions 2 and 4 are handicapped accessible

Pavilion rental does not include sole use of the ball fields, basketball court, playground, tennis court or rink

Whole Park Rental - Contact the Township office for information, pricing and availability

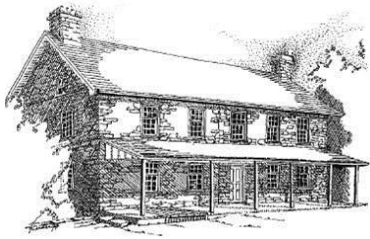
Rental requests for the whole park must be received 6 months prior to the event date.

Is this reservation for a whole park rental? YES or NO

Signature of Contact Person _____

Date Approved _____ By _____

Copies to Parks & Recreation Commission, Township Office, and Person making the reservation



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Layton Park Pavilion Rules and Regulations

1. The person making the reservation will serve as a contact between the Township and the group using the pavilion. Reservations will be accepted from adults ONLY, 18 years and older. Parents, guardians, and sponsors shall be required to submit applications for reservations for youth groups and individuals under 18 years of age with on-site adult supervision during the event. The Township of West Caln reserves the right to refuse or cancel any reservation at any time. Responsibility for damage to or maintenance of facilities resulting from usage beyond the usual wear will be assumed by the individual, group, or organization reserving the pavilion.
2. Pavilion reservations cannot be made prior to January 1st of the year said reservation is needed. Carry-over reservations will not be honored prior to being renewed January 1st. The Township reserves the right to limit the number of reservations by the same person/organization in any given month.
3. Tables are not to be abused and shall not be removed from any pavilion.
4. Dogs are not permitted in any pavilion, with the exception of service dogs.
5. Alcohol is not permitted in the park or pavilions. This will be enforced by the Township Police Department.
6. ***Live Music is permitted only with prior approval and when granted will be within a level of volume as not to be heard by the neighborhood. Other music must also be kept to a volume that cannot be heard by neighboring residents. Noise complaints from neighbors may result in the Police issuing a noise warning. Should the police need to issue additional warnings, the renting party may be asked to vacate the park. Excessive noise or complaints from residents adjacent to the park may result in forfeiture of the opportunity to reserve the facility in the future.***
I have read and understand the live music, recorded music and noise policy.
7. Park pavilions are used heavily during the summer months. Please leave the pavilion in as good, if not better condition than when you arrived. Remove table covers, tape, and any cooking oil and grease from the tables, grills, and floors. Pick up all bottles, cans, paper, and cigarette buds, etc. and place in the garbage receptacles or take bagged trash with you when you are finished. All trash shall be placed in the containers provided near the pavilions. Violators of this rule will be charged a cleaning fee.
8. Gas grills may be used and must be placed on the grass area outside of the pavilion. Grills used on the concrete areas will drip and permanently stain the floors. Charcoal grills are supplied by the Township, and you must supply your own charcoal. All grill fires must be monitored. Do not extinguish hot coals and charcoal briquettes. Township Park employees will remove spent ashes, or any briquettes not completely burned.
9. Children at playgrounds, parking lots and restrooms areas must be supervised by an adult.
10. Users shall not be permitted to nail, tack, tape, screw or otherwise physically attach materials to any part of the facility.
11. The applicant should inspect the facility prior to rental and report any damages to the Township of West Caln before usage.
12. The facility must be used "AS IS". No special services will be provided by the Township to make the existing facility usable for a specific purpose. The Township will clean the pavilion as frequently as possible. It is the applicant's responsibility to provide any cleaning products for their reservation date and time.
13. Vendors providing a service to any event at Layton Park must provide a copy of their certificate of liability insurance to the Township, no less than 7 days prior to the event. The Township of West Caln shall be named as an additional insured.
14. Vendors who will be providing food service must provide a copy of their food handlers license and permit, in addition to their liability insurance certificate. This documentation shall be furnished to West Caln Township, no less than 7 days prior to the event.
15. The applicant must have a copy of the approved West Caln Pavilion Reservation Form and Agreement during rental. This allows verification of the reservation in the event of conflict.
16. All Park rules apply to the use of the pavilions. Park hours are dawn until dusk and the pavilions are to be vacated at dusk.

I hereby agree on behalf of the above-named group to the following rules and regulations

Signature of Contact Person: _____ Date: _____