East Coventry Township

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EAST COVENTRY TOWNSHIP
PAVILION USE APPLICATION

Ellis Woods Park Pavilion _____ Resident _____ Non-Resident _____
(Use of Ellis Woods Park Pavilion includes one pickleball court and the basketball court)

Towpath Park Pavilion _____

Applicant Information

Name of Organization or Individual (the "Applicant") _____

Applicant Type: Non-Profit ☐ For-Profit ☐ Individual ☐ Other (Please explain):_____

Name of Contact Person for Organization:_____

Email for Contact Person or Individual_____:_____

Contact Person or Individual Phone (1): _____ (2): _____

Address: _____ City: _____ State: _____ Zip: _____

Event Information

Event Name:_____ Type of Event/Purpose: _____

Event Date:_____ Start and End Times:_____

Number of Attendees: _____ Fire Marshal Review: ☐ Approved _____ ☐ Denied _____
Initials Initials

Use Fee: $_____ ☐ Check if Paid

List outside equipment to be used: _____

_____

_____

☐ Approved _____ ☐ Denied _____
Initials Initials

Outside Organization Insurance Certificate for General Liability Coverage in the amount of $1,000,000 naming East Coventry Township as certificate holder: ☐ Check if provided

Additional Comments/Requests

_____

_____

(Application Continues)

EAST COVENTRY TOWNSHIP
PAVILION USE APPLICATION

By signing this form I/we agree to the following:

Application Approval: Pavilions are available on a first-come/first-served basis to eligible applicants. This application must be completed and approved before you can use a Township pavilion. East Coventry Township has the right to preempt or cancel any event when use of the pavilion is needed by the Township for a Township event, meeting open to the public, other Township use, or for emergency maintenance or repair.

Waiver I/we agree to assume any costs incurred to restore the pavilion to its original condition as a result of our use of the pavilion, and I/we also agree to use the pavilion at our own risk and hold the Township harmless of any claims.

Pavilion Use Policy: I/we have read and agree to abide by the Pavilion Use Policy.

Signature of Applicant: _____ Date: _____

Signature of Applicant: _____ Date: _____

East Coventry Township
Chester County Pennsylvania
Pavilion Use Policy

AVAILABILITY:

East Coventry Township ("Township") pavilions are available to be reserved on a first-come/first-served basis during regular park hours provided such use by any person or outside organization does not conflict with Township business or a regularly scheduled or specially scheduled Township activity or event. All requests for reservations shall be submitted to the Township on an application provided by the Township.

PREEMPTION BY TOWNSHIP:

The Board of Supervisors or Township Manager has the authority to cancel any previously scheduled reservation when the use of a Township pavilion is needed by the Township for an event or meeting open to the public or other Township related use. The Township shall provide reasonable notice, except in the case of an emergency, of any such cancellation which shall be subject to a full refund. The Township reserves the right to suspend private reservations to use the pavilions at any time and for any duration when deemed necessary or in the best interest of the Township.

INCLEMENT WEATHER:

The Township pavilions provide cover from the elements and all reservations for use of a Township pavilion shall be RAIN OR SHINE. Generally, there will be NO REFUNDS for cancellations due to weather except as specifically provided in the cancellation policy below.

CANCELLATION AND REFUND POLICY

Reservations cancelled ten (10) days or more prior to the scheduled event shall be subject to a full refund. There shall be NO REFUNDS for cancellations made less than ten (10) days prior to the scheduled event except in the case of unforeseeable hardship such as verifiable death or hospitalization of an immediate family member or similar circumstance or hardship. The Township Manager shall process requests for refund due to unforeseeable hardship. Any denial of a request for refund due to unforeseeable hardship may be appealed to the Board of Supervisors whose decision shall be final.

Cancellations less than ten (10) days before an event due to forecasted or actual weather conditions shall be subject to a full refund only when severe weather alerts are issued by a reputable weather service or severe weather is actually occurring regardless of the forecast. Such forecasted or actual weather conditions may include flash floods, high winds (gusts exceeding 30 mph), hurricanes, tornado watches, earthquakes and severe weather such as severe thunder and lightning, hailstorms, blizzards and other weather related events that are likely to pose a safety threat when traveling to or from and/or attending an event. Full refunds will also be issued when the Township has determined it is in the best interest of the Township and general public to cancel an event and close the park facilities. The Township Manager shall process any request for a weather related refund. Any denial of a weather related refund may be appealed to the Board of Supervisors whose decision shall be final.

USE FEE:

The use fees shall be established by action of the Board of Supervisors and shall be subject to change from time to time. Use fees shall be paid in full and submitted with the application requesting a reservation of the pavilion.

East Coventry Township
Chester County Pennsylvania
Pavilion Use Policy

CERTIFICATE OF INSURANCE:

Outside organizations must present a certificate of insurance listing the Township of East Coventry as Certificate Holder certifying liability coverage in the amount of $1,000,000 or more prior to use of the facility.

RULES:

Failure to comply with the following facility use rules, in addition to all East Coventry Township Park Rules may result in ejection from the pavilion and/or park and/or suspension of future facility use privileges.

1. Each person or organization must apply through an applicant who must be 18 years of age or older.
2. The applicant must complete and sign the application form provided by the Township in order to request a facility reservation. Reservations must be approved by the Township Manager.
3. The applicant agrees to use the facility at their own risk and hold the Township harmless.
4. Facilities cannot be reserved more than one year in advance of the event.
5. Alcoholic beverages, tobacco products and illegal drugs are strictly prohibited.
6. No outside equipment such as sound amplification or any machinery shall be brought into the facility without prior approval.
7. No equipment or electronics shall be used without being requested on the application. The Township reserves the right to limit the volume and duration of live bands, disc jockeys or other entertainment.
8. No furniture or equipment may be moved or removed from the pavilion without prior approval.
9. The facility must be returned to its original condition following an event. Any cost incurred by the Township to return the facility to its original condition will be drawn from the damage deposit or billed to the facility user. Damage or cleanliness issues discovered prior to using the facility must be reported to the Township Manager during regular business hours or to the Township's General Office voicemail after hours.
10. Applicant must observe occupancy limitations.
11. Applicant and Applicant's guests must abide by all Township rules and regulations for the park in which the pavilion is located.