



# Pavilion & Picnic Grove Rental Application Form

City of Allentown  
Department of Parks & Recreation  
3000 Parkway Boulevard  
Allentown, PA 18104  
610- 437-7757 Fax 610- 437-7796

Date of reservation: - <b>-2016</b>	Time of reservation: AM/PM - AM/PM	Number of people:	Reason for rental:
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### Pavilions (Please check preference)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Rose Garden 1 (60 people)  | <input type="checkbox"/> Cedar Beach Pavilion (100 people) | <input type="checkbox"/> Canal Park (70 people) |
| <input type="checkbox"/> Rose Garden 2 (120 people) | <input type="checkbox"/> Buck Boyle Park (100 people)      | <input type="checkbox"/> Keck Park (35 people)  |
| <input type="checkbox"/> Rose Garden 3 (45 people)  | <input type="checkbox"/> South Mountain (75 people)        | <input type="checkbox"/> Percy Ruhe (30 people) |

### Pavilion Rental Pricing:

Organizations, Businesses, Non-Residents: \$110.00      Residents: \$60.00 (proof required)

**All pavilion rentals are rain or shine. No rain dates.**

**Any pavilion cancellations or changes must be made in writing to this office no later than 7 days prior to the reservation date.**

### Picnic Groves (Please check preference)

- Jordan Park (80 people)       Union Terrace (40 people)

### Grove Rental Pricing:

Organizations, Businesses, Non-Residents: \$90.00      Residents: \$60.00 (proof required)

**Picnic grove rentals can be rescheduled IF rained out. Please call our office during business hours to reschedule.**

**Any picnic grove cancellations or changes must be made in writing to this office no later than 7 days prior to the reservation date.**

## PLEASE READ THE FOLLOWING RULES AND REGULATIONS BEFORE SUBMITTING YOUR RESERVATION:

Any person may reserve any park, shelter, playground area or sports playing field for a specific time and date, in accordance with the terms of this section.

- Each person shall pay a scheduling reservation fee to be established and published in accordance with the provisions as set forth for rules and regulations in Section 121.05 of the Administrative Code.
- Nothing in this section shall prohibit any organized or informal group from occasionally using park facilities without a reservation. Such use shall not interfere with the use of facilities by a person having a reservation.
- Any person to whom a permit is issued for the use of the pavilion or picnic grove facilities or any recreation places shall be responsible for those persons using such facilities, and shall be present at the rented facilities on the date and time the permit was issued and must be able to produce the permit at all times.
- The pavilion/picnic grove reservation is for that specific area only. The remainder of the park remains open for public use.

### CLEANING DEPOSIT POLICY & PROCEDURES

Groups are responsible for basic clean-up of the pavilion and the immediate area around the pavilion. Groups should remove all decorations, including tape, bug catchers, streamers, balloons etc... and clean up all of the garbage. Tables may not be removed from the pavilion. If you rearrange them, they must be returned to their original position. The City of Allentown Field Ranger phone number (located on your permit) should be called at the conclusion of your pavilion rental so that he can check and verify clean up. **Failure to adequately clean up after your event will result in a minimum \$100.00 fine and maximum of \$600.00 fine.**

### ALCOHOLIC BEVERAGES, CONTROLLED DANGEROUS SUBSTANCES, SOLICITATION AND GAMBLING

While in a public park or recreation area, all persons shall conduct themselves in a proper and orderly manner, and in particular, no person shall:

- Bring alcoholic beverages drink or use the same at any time without a permit nor shall any person be under the influence of intoxicating liquor or a controlled dangerous substance in a park or recreation area.
- Solicit contributions for any purpose, whether public or private except by permit.

- C. Play any game of chance or have possession of any instrument or device for gambling except by permit.
- D. Play, engage or take part in any game or competitive sport for money, or other valuable thing, without a written permit.

**IT SHALL BE UNLAWFUL FOR ANY PERSON IN A PARK OR RECREATION AREA TO:**

- A. Camp or stay overnight anywhere in a tent or recreational vehicle.
- B. Enter an area posted as "closed to the public."
- C. Engage in threatening, abusive, insulting or indecent language or engage in any disorderly conduct or behavior tending to breach the public peace.
- D. Fail to produce and exhibit any permit one claims to have, upon request of any authorized person who shall desire to inspect the same for the purpose of enforcing compliance with any ordinance or rule.
- E. Disturb or interfere unreasonably with any person or party occupying any area or participating in any activity under the authority of a permit.
- F. Erect or occupy any tent, stand, inflatable "bouncy house" or other structure in any park or playground, or sell or give away from any such tent, stand or other structure any food, drink or other things, without a permit.
- G. Use sound amplification devices of any kind, including but not limited to: disc jockeys, live music, vehicle stereos, or amplifiers of any kind. Small radios are permitted.
- H. Carry, set off or discharge any firearms, air rifles, air pistols, sling shots or fireworks.

**AUTHORITY TO CLOSE**

The Director of Parks and Recreation/or Designee may close the public parks or parkways within the city on days when weather conditions make the use of the area unsafe or result in injury to the same or when the public use would interfere with work being done in the park or in the interest of public safety.

**CLOSING HOURS:**

No person shall be in any park during the hours the park is closed. The parks are closed from sundown to sunrise except where permitted activities are taking place.

**PENALTY**

Any person violating the provisions of this Article shall be fined not more than Six Hundred (\$600.00) Dollars or imprisoned not more than ninety (90) days or both. (11995 §1 2/21/73) **(CITY CODIFIED ORDINANCE 951.01-951.23)**

<b>PLEASE FILL IN THE FORM BELOW (PLEASE PRINT)</b>			<i>Proof of residency required</i>
APPLICANT'S NAME		DAYTIME PHONE NUMBER	CELL PHONE NUMBER
APPLICANT'S ADDRESS	CITY	STATE	ZIP CODE
E-MAIL ADDRESS			
WHEN APPROVED, PAVILION/GROVE PERMIT SHALL BE ISSUED AUTHORIZING THE APPLICANT USE OF THE PAVILION/GROVE. IT IS SUBJECT TO REVOCATION IF THE APPLICANT DOES NOT COMPLY WITH ALL PERTINENT LAWS, RULES AND REGULATIONS INCLUDING ANY CONDITIONS OR RESTRICTIONS IMPOSED BY THE CITY OF ALLENTOWN.			
<i>I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein I am subject to such penalties that may be prescribed by law or ordinance. I further certify that I have read and understood the rules and regulations on this application and will abide by such rules and regulations.</i>			
APPLICANT'S SIGNATURE		_____	_____
		This form will be returned if not signed by applicant	Date
<b>Please note: Any pavilion cancellations or changes must be made in writing no later than 7 days prior to the reservation date. Refund of payment is issued by check within 4-6 weeks.</b>			