

# Millcreek Township Parks and Recreation

## Veterans Park Pavilion Rules

### Renter agrees to all of the following:

1. The pavilion may be reserved beginning on the first work day of each calendar year. Reservations will be on a first come – first served basis. The security deposit and signed agreement, delivered in person to the Parks and Recreation Office, during regular office hours, will have priority over all other methods of reservation.
2. The renter must be at least 21 years old. The person signing the agreement will be held responsible for the rental and must be present for the duration of the rental period.
3. Park hours are from dawn until dusk. **Pavilion hours are from 10:00 a.m. until 9:00 p.m.**  
**The Park is intended for picnics, family gatherings or non-profit organizations. It is not to be used for “stags”, flea markets or similar profit making events.**
4. **The sale of alcohol in Veterans Park and the pavilion is strictly prohibited.** Should the renter (responsible party) choose to provide alcohol or permit its consumption, the renter shall provide evidence of adequate insurance to cover any claims resulting from the consumption of alcohol, on or off the premises of Veteran Park. A certificate of homeowner’s insurance or similar will be required.
5. **All PA Liquor Laws, particularly the prohibition of alcohol consumption by minors, will be strictly enforced.**
6. Smoking and the use of tobacco products is prohibited.
7. No pets are permitted inside the pavilion. Pets in the Park must be on a leash.
8. With the exception of background level music and speaking voices, amplified sound is prohibited. Any amplified sound must be confined to the interior portion of the pavilion. Please be considerate of neighbors.
9. Pavilion rental is limited to 100 persons at any one time.  
**Renter is responsible for all damages that may occur during the term of the rental. Damages that exceed the amount of the security deposit will be referred to the Millcreek Police.**
10. **Renter is responsible for all clean-up.** Garbage must be bagged and tied, and left for collection **inside** the pavilion near the overhead doors. The pavilion floor and surrounding area must be free from food, trash and paper. **Recycling** is mandatory. Separate recyclable materials and place them in the appropriate containers.
11. Fireplace wood is not supplied. Should the renter wish to use the fireplace, please follow the accompanying regulations. Open fires are prohibited.
12. Parking is limited to designated areas. No parking is permitted on grass.
13. Picnic tables are not to be moved from under the pavilion roof.
14. No barbeques, grills or deep fryers are to be used in the kitchen or under the pavilion roof. No beer kegs or other large, heavy objects are to be placed in the refrigerator.
15. Grease and cooking oil must be disposed of properly. Do not dump it in sinks.
16. Absolutely no tacks, nails, staples or tape may be attached to any wood surface.
17. **Violation of any of the Park rules may result in immediate termination of the event and/or forfeiture of the security deposit. The Park and pavilion are monitored by security cameras.**
18. Call the phone number provided if vacating the pavilion prior to the scheduled time.

## PAVILION RENTAL RATES AND REFUNDS

### **Off Season** (April 1 – April 30 and October 1 – October 30)

Monday – Thursday	\$125.00
Friday, Saturday, Sunday	\$175.00

### **In Season** (May 1 – September 30)

Monday – Thursday	\$195.00
Friday, Saturday, Sunday	\$295.00

\*Millcreek residents receive a \$25.00 discount on rental fees. Proof of residency is required.

### **PAYMENT:**

- A. Security deposit of \$100.00 is required at time of reservation.
- B. An additional \$100.00 security is required if alcohol will be consumed during the event.
- C. Security deposit checks will be cashed by the Township. Refund checks will be issued within 15 days after the event, providing the Park is left in acceptable condition.
- D. Rental fee must be paid in full 30 days prior to the event. Failure to do so will result in loss of reservation and forfeiture of security deposit.
- E. All checks are to be made payable to the **Millcreek Township Supervisors**. If mailed, please send to: **Millcreek Parks and Recreation**  
**3608 W. 26<sup>th</sup> Street**  
**Erie, PA 16506**

### **CANCELLATIONS AND REFUNDS:**

- A. Rental fees and security deposits will be returned if cancellations are made at least 30 days before the event.
- B. Cancellations made less than 15 days before an event will forfeit rental fees.
- C. Cancellations made 15 days or more but less than 30 days before an event will forfeit security deposit (alcohol security will be refunded).

# Millcreek Township Parks and Recreation

## Veterans Park Pavilion

### Rental Contract

Name: \_\_\_\_\_ Rental Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (work) \_\_\_\_\_  
 Approximate number attending: \_\_\_\_\_ Type of event: \_\_\_\_\_  
 Time of event: From \_\_\_\_\_ a.m. / p.m. To \_\_\_\_\_ a.m. / p.m.  
 Are you allowing alcohol: (Yes/No) \_\_\_\_\_

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### Deposits and Fees

Security Deposit (due at time of reservation):	\$ <u>100.00</u>
Additional Security Deposit when allowing alcohol (due at time of reservation with copy of Homeowner or Rental insurance):	\$ _____
Rental Fee:      Off Season weekday (\$125.00)	
Off Season weekend (\$175.00)	
In Season weekday (\$195.00)	
In Season weekend (\$295.00)	\$ _____
*Millcreek resident discount (\$25.00):	\$ ( _____ )
<b>TOTAL</b>	<b>\$ _____</b>

#### For Parks and Recreation Office Use

Date Deposit paid: _____	Check #: _____	Amount: _____	\$ _____
Date Alcohol Security paid: _____	Check #: _____	Amount: _____	\$ _____
Date Rental Fee paid: _____	Check #: _____	Amount: _____	\$ _____
Date Deposit refunded: _____	Twp. Check #: _____	Amount: _____	\$ _____

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### READ ENTIRE CONTRACT, RATES AND RULES BEFORE SIGNING

I have read the Contract, Rates and Rules. I agree that failure to pay for or cancel reservations within the appropriate time frames will result in the loss of my security deposit and/or fees. I understand that a thorough check of the rented facility will be made to ensure it is clean and that there has been no damage (The renter should be present). I agree that if the site requires inordinate cleaning or repair, part or all of the security will be forfeited. I also understand and agree that if I violate any Rules or terms of the Contract, my deposit will be forfeited.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Millcreek Township Parks and Recreation Regulations For Use Of Fireplace**

1. Only well seasoned hardwood (not supplied) shall be burned. No garbage shall be burned.
2. The damper must remain in the fully open position.
3. Limit the use of paper to start the fire.
4. Do not use any liquid accelerants (lighter fluid).
5. Keep children, pets and flammable materials a safe distance from fireplace.
6. Fires must be fully extinguished. Do not pour water into the fireplace.
7. Do not place ashes or embers in garbage cans.

### **Contact Information**

Fire, Police, or Medical Emergency:	<b>911</b>
Millcreek Police (non emergency):	833-7777
Early departure contact number:	_____