



PETERS TOWNSHIP SHELTER REQUEST FORM



PETERS TOWNSHIP PARK & RECREATION DEPARTMENT

Park and Recreation Office, 700 Meredith Drive, Venetia, PA 15367,
Phone 724-942-5000 Fax: 724-941-1395 www.peterstownship.com

Contact Person	_____		
Organization	_____		
Address	_____		
	(Street)	(City)	(Zip-Code)
Home Phone	_____	Work Phone	_____
Cell Phone	_____	Email	_____

Date Requested	_____				
Area Requested	<input type="checkbox"/> Shelter 1	<input type="checkbox"/> Shelter 2	<input type="checkbox"/> Shelter 3	<input type="checkbox"/> Shelter 4	<input type="checkbox"/> Elm Grove
	<input type="checkbox"/> Amphitheater				
Time: Start (include Set up)	_____	End (include Clean up)	_____		
Purpose of event	_____ (Party, meeting etc.)				
Approximate # of people attending	_____	Approximate # of township residents Attending	_____		

- Initial _____ **NO** alcoholic beverages permitted
- Initial _____ **No** collection of monies permitted
- Initial _____ Reservations are not complete until the form is complete and fee is paid in full. Reservations are taken on a first come first serve basis
- Initial _____ Trash must be collected and placed in receptacles
- Initial _____ Tables and benches should be wiped clean, all signs and decorations removed
- Initial _____ Cancellations made more than fourteen days prior to the event will receive a refund minus a \$5 processing fee. **No refunds will be given if the cancellation is made fourteen days or less prior to the event**
- Initial _____ All rentals through the Parks and Recreation Department for this same date and time will considered one rental and cannot be cancelled in part
- Initial _____ Failure to comply with rules and regulations can result in loss of future rental privileges
- Initial _____ Times include set up and clean up. **NO** additional time will be permitted without prior notification

Reservations must be made at least one week in advance. Peters Township and its agents shall not be liable for injuries sustained by any person. The party hereby agrees to indemnify, save harmless and defend Peters Township and its Council, board members, employees agents or assigns, from and against any or all claims, demands and suits of whatsoever nature on account of property damage or personal injury sustained or suffered by Peters Township or others, or death of any person, arising or growing out of our in connection with the use of township facilities granted pursuant to this application. The person signing below understands and agrees to these terms, accepts responsibility for adherence to the Special Use Policy guidelines, and is duly authorized by the sponsoring party to sign below.

I have read and agree to abide by the rules above

Signature: _____ Date: _____

For Office Use Only			
Approved _____	Denied _____		
Amount Received \$ _____	Receipt # _____	Form of Payment: _____	
Security Deposit: yes _____ no _____	Amount \$ _____	Form of Payment _____	
Insurance Certificate needed: yes _____ no _____	Received: yes _____ no _____	(Due within two days after request)	
Issued by: _____	Date: _____		

Notification: Park Maintenance Staff _____ Police _____ Fire Department _____ Ambulance _____

Rental Fees

Shelter		
	Standard Shelter	Shelter w/ Serving Area
Resident	\$80	\$125
Nonresident	\$160	\$250

Amphitheater			
	Non-Profit (Mon – Fri)	Non-Profit (Sat, Sun & Holidays)	Profit (Anytime)
Resident	\$100	\$150	\$250
Non-Resident	\$200	\$300	\$500
\$100 Deposit required on all rentals \$35 for lighted use in addition to stand fee			

Special Use For Park Areas

Trash - We provide reasonable containers to accommodate the needs of most groups. If your group generates more trash than can be safely or neatly stored in the containers provided, please be prepared to bag and remove excess trash.

Water - Water spigots for Peterswood Park are located at the water fountain on Shelter #3 on the restroom building between restrooms at Shelter #4; and on the outside wall of the upper restroom building (near Shelter #1). Please close the valves when not in use. Drinking fountains are at all shelters. Water at Rees Park and Elm Grove Park is located at the restroom.

Peterswood Park: Shelters #1, #4 and #5 are **handicapped-accessible**, as well as restroom buildings.

Hours - Parks are open during daylight hours, dawn until dusk.

The Park and Recreation Department must approve structures – Such as tents etc. prior to event.

Signs - No signs or advertisements are permitted.

Parking - **Park only in designated areas. Grass or roadside parking is subject to citations and fines.** Handicapped parking is available at all parks.

Animals - All animals must be leashed. Animals must be cleaned up after. Horses are not permitted in ball field, picnic, or playground areas.

Fires – Fires are permitted for cooking only and in **designated grill areas only**. Never use park's natural wood—you are expected to provide your own fuel (briquettes, e.g.). Please extinguish completely at end of activity.

Clean-up/Damage/Security - If necessary, charges will be assessed for any clean up or repair exceeding the routine. Please make every effort to keep the area clean, safe, and fully restored after your use.

Cancellation - In case of cancellation, the party shall notify the Park and Recreation Department. Cancellations made more than fourteen days prior to the date, will receive a refund minus a \$5 processing fee. There will be **NO** refunds for cancellations made fourteen days or less prior to the date.

Personal Conduct - Please respect the rights of others to enjoy the park: no disorderly conduct, loudspeakers, fireworks, public drunkenness, nor alcohol, etc.

Amphitheater Only:

Charges – If necessary charges may be assessed for any technical assistance, clean up, repair or other expenses that exceed the norm. Please make every effort to keep the area clean, safe and fully restored after your use.

Security – If necessary, hiring security personnel will be the responsibility of the renting organization. Peters Township Police Officers will be paid at their off-duty rate, if used.

Non-profit rates – Non-profit groups making a presentation of recreational or community value may have use of the stage on weekdays from 9am to 4pm or on Sunday's before noon for a reduced rate of \$25. The fee will be waived if no restrooms, sound or lights are needed.

Hours – The stage may be used only during approved hours. All speaker activity must end by 9pm

Electricity – Electricity is included in the use of the stage. The service is 110 volt. There are six receptacles, each equaling a circuit of 20 amps. Outlets are located on the backstage wall, and on the black speaker towers at the front of the stage.