

SALISBURY TOWNSHIP
PARK PAVILION RESERVATION PERMIT APPLICATION

Name: _____ Resident: Yes No

Address: _____ Phone: _____

Email: _____ Date of Application: _____

Pavillion Requested: _____ Date & Time: _____

Gazebo Requested (FRANKO PARK ONLY): Yes No Date & Times: _____

Number of People Attending: _____ Type of Function: _____

Food Truck: Yes No Caterer: Yes No Tent: Yes No Bounce House: Yes No

- TOWNSHIP PARK PAVILIONS ARE RESERVED WITH PAYMENT IN FULL OF THE REFUNDABLE AND NON-REFUNDABLE FEES AS OUTLINED IN THE ATTACHED POLICY.
- TOWNSHP PARKS ARE OPEN FROM DAWN UNTIL DUSK ONLY.
- SALISBURY TOWNSHIP ORDINANCES PROHIBIT THE POSSESSION OF ALCOHOLIC BEVERAGES IN ANY TOWNSHIP PARK.
- APPLICANTS ARE RESPONSIBLE FOR THE CLEANUP OF ALL DEBRIS IN AND AROUND THE PAVILION.
- APPLICANTS ARE RESPONSIBLE FOR ANY DAMAGE CAUSED TO THE PARK FACILITIES.
- APPLICANT MUST CARRY THIS PERMIT AT ALL TIMES DURING THE EVENT.

THE UNDERSIGNED AGREES TO ABIDE BY THE RULES AND REGULATIONS. The UNDERSIGNED, for himself/herself and on behalf of the above-named group, does hereby agree to protect, release, indemnify, save and keep harmless Salisbury Township, its elected and appointed officials, employees, volunteers and others working on behalf of Sallsbury Township, from any and all claims, demands, suits or losses, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from Sallsbury Township, its elected and appointed officials, employees, volunteers or others working on behalf of Sallsbury Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Permit. I do hereby certify that, in representation of the above-named group, I have received a copy of the rules and regulations governing the use of Salisbury Township property and that I have read and will observe all rules and regulations of Sallsbury Township.

Applicant's Signature

Date

- If the bathrooms are locked, please call the police non-emergency number at 610-797-1447.
- The Fire Inspector's phone number is 610-797-4000, ext. 5887.

FOR TOWNSHIP OFFICIAL USE ONLY

Reservation Approved By: _____ Date: _____

Fire Inspector Approval: _____ Date Inspected: _____

FEES: (Non-refundable) Resident: \$25.00

Non-resident: \$100.00

(Refundable) Security Deposit: \$50.00

Security Deposit: \$100.00

PAVILION RENTAL RULES AND REGULATIONS

The Salisbury Township recreation places are for the benefit and pleasure of the residents of the Township of Salisbury, Lehigh County, PA and all persons who use the said facilities shall be subject to the Rules and Regulations as set forth in the Salisbury Township Code of Ordinances or applicable State Law, of which this is a summary.

Any of the listed acts are prohibited within any Salisbury Township Park or recreation place:

1. Committing any disorderly act. A person is guilty of committing a disorderly act if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he/she engages in fighting or threatening; or in violent or tumultuous behavior; makes unreasonable noise; uses obscene language, or makes an obscene condition by any act which serves no legitimate purpose of the actor.
2. Consuming any alcoholic beverages.
3. Being visibly intoxicated.
4. Carrying, setting off, or discharging any firearms, air rifles, air pistols, sling shots or fireworks, including sparklers.
5. Throwing or propelling stones or missiles of any kind.
6. Permitting animals of any kind to be within such recreation places, whether or not under control or leash; unless otherwise posted.
7. Littering, throwing, depositing or draining any offensive or unwholesome substances or liquids of any kind.
8. Writing, painting, carving, or otherwise defacing or disfiguring any tree, bench, structure or notice posted within the recreation places.
9. Operating a licensed motorized vehicle on other than the paved roadways of parking areas of said recreation places.
10. Operating a licensed motorized vehicle on the paved roadways or parking areas of said recreation places at a speed in excess of ten (10) miles per hour.
11. Operating a bicycle or an unlicensed motorized vehicle.
12. Obstructing, in any way, either totally or partially, any of the paths or roadways in said recreation places.
13. Picking or carrying any flowers, shrubs or trees that are growing or located in the recreation places.
14. Possessing any axe, saw, picks, shovels, hoes or spades.
15. Building, starting or lighting any fires except within the grills provided therefore.
16. Feeding of any geese or waterfowl or injuring or destroying any wildlife.
17. Hitting or driving golf balls or playing baseball, tennis, football, or any other game or sport at a place not designated for that purpose.
18. Using any sound amplification devices.
19. Erecting any amusement structure, devices or rides.

Organizations/Businesses leasing the pavilion area are required to provide a certificate of insurance in the amount of \$1,000,000 and name the Township as additional insured.

The recreation places shall be open to the public from May 1st through October 31st of each year and from dawn till dusk each day. Pavilions shall not be available during the annual Summer Playground program. The recreation places shall be closed to the public from November 1st through April 30th of each year. The recreation places shall further be closed to the public from May 1st through October 31st of each year from dusk till dawn each day. Any person or persons found within said recreation places when same are closed as provided in this Ordinance shall be guilty of violating this Ordinance.

Anyone or any group desiring to use the pavilion facilities of any recreation places shall secure a permit from the Township in advance and shall pay the established fee and/or security deposit.

Any Cancellation or schedule change less than seven (7) business days prior to the reserved time will not be eligible for a refund.

Prior to the issuance of any permit, all users of the pavilion shall agree to be held responsible for any damage to trees, buildings and facilities of the Township and the satisfactory cleaning up of the premises. Any expense incurred by the Township in repairing damaged property or cleaning of debris shall be billed to and paid by the individual or group issued the permit. The Township also may retain any of the security deposit necessary to repair any damaged property or clean any debris.

The Township assumes no responsibility for injury or death of any individual occurring within the recreation places and all users of said recreation places hereby agree to assume the risk of any such injury or death.

Any person to whom a permit is issued for the use of the pavilion facilities or any recreation places shall be responsible for those persons using said pavilion facilities, and shall be present at the recreation place on the date and during the times for which the permit was issued and must possess and be able to produce the permit at all times.

The Township reserves the right to refuse any permit requested.

Any person violating any provision of the Salisbury Township Code of Ordinances shall, upon conviction thereof, in a summary proceeding before a District Justice, be sentenced to pay a fine of not more than Three Hundred (\$300.00) Dollars and costs of prosecution and, in default of payment of such fine and costs, undergo imprisonment in the Lehigh County Prison for not more than ninety (90) days.

Number: 500
Section: 502.3

SUBJECT: TOWNSHIP-OWNED PARK PAVILION RESERVATION POLICY

1. **Purpose.** The purpose of this policy is to establish a fee and set procedures for the set-up and maintenance related to park pavilion reservations in the Township park system.
2. **Authority.** Township Manager.
3. **Application.** This policy applies to all groups, organizations and individuals making a request to reserve a block of time, to the exclusion of others, on Township-owned park pavilions.
4. **Responsibility.** The Township Manager will have responsibility for overseeing and implementing this policy.
5. **Policy.**

1. **Fees:**

A. **Residents:** \$25.00 non-refundable plus
\$50.00 refundable security deposit.

Non-residents: \$100.00 non-refundable fee plus
\$100.00 refundable security deposit

Businesses & Organizations: \$25.00 non-refundable fee plus
\$50.00 refundable security deposit.
within the Township Must provide a certificate of insurance
in the amount of \$1,000,000.00

Businesses & Organizations: \$100.00 non-refundable fee plus
\$100.00 refundable security deposit.
NOT within the Township Must provide a certificate of insurance
in the amount of \$1,000,000.00

Nonprofit Organizations: \$0 fee
\$50.00 refundable security deposit
within the Township Must provide a certificate of insurance
in the amount of \$1,000,000.00, along with a tax
exempt form

Nonprofit Organizations: \$0 fee
\$100.00 refundable security deposit
NOT within the Township Must provide a certificate of insurance
in the amount of \$1,000,000.00, along with a tax
exempt form

B. If additional police and/or labor are required for traffic control, call out for park maintenance, and/or preparation and clean up, the party making the reservation shall reimburse the Township the cost for such additional services.

C. **Cancellations:** Any Cancellation or schedule change less than seven (7) business days prior to the reserved time will not be eligible for a refund.

2. Telephone reservations will be accepted on a first-come, first-serve basis. A reservation form with full payment must be received within (5) five days of the telephone reservation; otherwise, the telephone reservation will be canceled.
3. Reservations will start being taken after February 1st of each year for the current calendar year only.
4. Vehicles must be kept on the marked, paved areas of the park and are prohibited from being parked or driven on any grass, park area or paths.
5. Due to uncontrollable circumstances, the park may be closed down by a Township official without prior notice.
6. The pavillion reservations are for the pavillion or gazebo and spot for children's bounce house as the park remains open to the public for normal use.
7. Food trucks and caterers may be permitted. Food truck operators and caterers must provide a certificate of insurance in the amount of \$1,000,000.00 and submit the Hold Harmless agreement. The applicant shall schedule a fire safety inspection of food trucks and catering appliance set-up with the Township Fire Inspector. Food trucks shall be positioned in the parking lot to not obstruct traffic or parking. Food trucks shall not be parked on the grass.
8. Children's bounce houses and similar items may be permitted. Bounce houses shall not be placed in the parking lot or any other area that interferes with other park visitors. The bounce house provider must provide a certificate of insurance in the amount of \$1,000,000.00 and submit the Hold Harmless agreement.
9. Tents and similar structures may be permitted. Tents shall not be placed in the parking lot or any other area that interferes with other park visitors. The tent service provider must provide a certificate of insurance in the amount of \$1,000,000.00 and submit the hold harmless agreement.
10. The Township reserves the right to deny any reservation requests.
11. Sallsbury Township ordinances prohibit the possession and use of alcoholic beverages in any and all Township parks.
12. Parking capacities are limited and it is estimated that Lindberg and Laubach Parks each can handle 150 vehicles and 70 vehicles at Franko Park.
13. The Township Manager reserves the right to waive any and all and non-refundable fees listed above for non-profit groups.



Township of Salisbury

LEHIGH COUNTY, PA

RELEASE AND WAIVER OF LIABILITY AND EXPRESS ASSUMPTION OF THE RISK

In consideration for permission to allow a **Children's Bounce House** on Township owned park land on,

_____ (hereinafter "EVENT")
Date of Event _____ Location (Park Name)

Name of Insured _____ Company Name _____ Company Address

(hereinafter referred to as "RELEASER"), hereby releases, waives, discharges and covenants not to sue the Township of Salisbury, its officers, employees (collectively referred to as the "RELEASEES") from all liability to RELEASEES or its members for any loss or damage and for any claims on account of personal injuries or property damage caused by negligence of RELEASER while RELEASER or its members conducted or participated in the event.

RELEASER shall provide a certificate of insurance listing the Salisbury Township as the holder in the amount of \$1,000,000.00.

RELEASER hereby agrees to indemnify and save and hold harmless the RELEASEES and each of them from any loss, liability, damage, costs and/or reasonable attorney fees that may be due to the event; and

RELEASER hereby assumes full responsibility for any risk of bodily injury, death or property damage due to the negligence of RELEASER during the event; and RELEASER warrants and represents that it carries Liability Insurance for any personal injuries and/or property that may arise at the event. A Certificate of Insurance indicating such and including the RELEASEES as additional insureds is attached to this Release.

(RELEASER)

Print Name & Title of Authorized Representative

Authorized Representative Signature

Date

Approved By

Date



Township of Salisbury

LEHIGH COUNTY, PA

RELEASE AND WAIVER OF LIABILITY AND EXPRESS ASSUMPTION OF THE RISK

In consideration for permission to allow a **Food Truck** on Township owned park land on,

_____ (hereinafter "EVENT")
Date of Event _____ Location (Park Name)

Name of Insured _____ Company Name _____ Company Address _____

(hereinafter referred to as "RELEASER"), hereby releases, waives, discharges and covenants not to sue the Township of Salisbury, its officers, employees (collectively referred to as the "RELEASEES") from all liability to RELEASEES or its members for any loss or damage and for any claims on account of personal injuries or property damage caused by negligence of RELEASER while RELEASER or its members conducted or participated in the event.

RELEASER shall provide a certificate of insurance listing the Salisbury Township as the holder in the amount of \$1,000,000.00.

RELEASER hereby agrees to indemnify and save and hold harmless the RELEASEES and each of them from any loss, liability, damage, costs and/or reasonable attorney fees that may be due to the event; and

RELEASER hereby assumes full responsibility for any risk of bodily injury, death or property damage due to the negligence of RELEASER during the event; and RELEASER warrants and represents that it carries Liability Insurance for any personal injuries and/or property that may arise at the event. A Certificate of Insurance indicating such and including the RELEASEES as additional insureds is attached to this Release.

(RELEASER)

Print Name & Title of Authorized Representative

Authorized Representative Signature

Date

Approved By

Date



Township of Salisbury

LEHIGH COUNTY, PA

RELEASE AND WAIVER OF LIABILITY AND EXPRESS ASSUMPTION OF THE RISK

In consideration for permission to allow a **Food Catering Service** on Township owned park land on,

_____ (hereinafter "EVENT")
Date of Event _____ Location (Park Name) _____

Name of Insured _____ Company Name _____ Company Address _____

(hereinafter referred to as "RELEASER"), hereby releases, waives, discharges and covenants not to sue the Township of Salisbury, its officers, employees (collectively referred to as the "RELEASEES") from all liability to RELEASEES or its members for any loss or damage and for any claims on account of personal injuries or property damage caused by negligence of RELEASER while RELEASER or its members conducted or participated in the event.

RELEASER shall provide a certificate of insurance listing the Salisbury Township as the holder in the amount of \$1,000,000.00.

RELEASER hereby agrees to indemnify and save and hold harmless the RELEASEES and each of them from any loss, liability, damage, costs and/or reasonable attorney fees that may be due to the event; and

RELEASER hereby assumes full responsibility for any risk of bodily injury, death or property damage due to the negligence of RELEASER during the event; and RELEASER warrants and represents the it carries Liability Insurance for any personal injuries and/or property that may arise at the event. A Certificate of Insurance indicating such and including the RELEASEES as additional insureds is attached to this Release.

(RELEASER)

Print Name & Title of Authorized Representative

Authorized Representative Signature

Date

Approved By

Date



Township of Salisbury

LEHIGH COUNTY, PA

RELEASE AND WAIVER OF LIABILITY AND EXPRESS ASSUMPTION OF THE RISK

In consideration for permission to allow a Tent on Township owned park land on,

_____ (hereinafter "EVENT")
Date of Event _____ Location (Park Name)

Name of Insured _____ Company Name _____ Company Address _____

(hereinafter referred to as "RELEASER"), hereby releases, waives, discharges and covenants not to sue the Township of Salisbury, its officers, employees (collectively referred to as the "RELEASEES") from all liability to RELEASEES or its members for any loss or damage and for any claims on account of personal injuries or property damage caused by negligence of RELEASER while RELEASER or its members conducted or participated in the event.

RELEASER shall provide a certificate of insurance listing the Salisbury Township as the holder in the amount of \$1,000,000.00.

RELEASER hereby agrees to indemnify and save and hold harmless the RELEASEES and each of them from any loss, liability, damage, costs and/or reasonable attorney fees that may be due to the event; and

RELEASER hereby assumes full responsibility for any risk of bodily injury, death or property damage due to the negligence of RELEASER during the event; and RELEASER warrants and represents that it carries Liability Insurance for any personal injuries and/or property that may arise at the event. A Certificate of Insurance indicating such and including the RELEASEES as additional insureds is attached to this Release.

(RELEASER)

Print Name & Title of Authorized Representative

Authorized Representative Signature

Date

Approved By

Date