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PARKS ADMINISTRATOR

LOWER PERKIOMEN VALLEY PARK PAVILION RESERVATION INFORMATION

PROCEDURES AND RULES:

*A reservation is not complete, nor date reserved, until a reservation form is received and the fee is paid. Reservations can be done through the Recdesk system linked to our website. The on-line system is in real time, and will secure your reservation upon completion. You can view the full calendar of availability through Recdesk. If you prefer, we can still process a hard copy reservation. Checks should be made to "County of Montgomery" and **mailed** with this a reservation form to **Lower Perkiomen Valley Park at P. O. Box 972; Oaks, PA 19456**. Cash, Checks and Credit Cards (Visa and MasterCard) are accepted in person at the office. Call the office at **610-666-5371** in advance to ensure someone will be available to process your application fee. (There is a small fee for credit card use.) Credit cards cannot be taken over the phone. Reservations are taken on a first come, first served basis. Reservations are only taken within the calendar year of the event. There is a locked box outside the park office for reservations if you arrive when the office is closed. We will contact you the next business day to discuss your application. Forms can be found at the office or on-line.

*The fee is non-refundable no matter what the weather or park condition. Dates are non-transferable unless permission is received by the region manager in advance of the reserved date. (If park is unable to be used due to flooding or unsafe conditions, you will be notified at the phone number you listed. This would result in date exchange or other agreed upon terms.) Rain dates are not available unless you reserve an additional date with a non-refundable fee.

*The permit guarantees exclusive use of the pavilion **only**, for the time period reserved. A "reserved" card with the party's name is posted on the pavilion to indicate the pavilion is reserved and not available for general public use during the times indicated. Park facilities of restrooms, playground, basketball court, volleyball net are not exclusive to any rental but open to all park users. Field use or trail events are not part of a pavilion rental. They require separate permissions/fee/insurance. General trail use is open to all. Field usage for family pick up games is allowed if they are open to the public/not reserved. Signage is posted at New Mill Road stating the status of the fields.

*Decorations in and around the pavilion are permitted. However, no tacks, screws, duct tape, staples, nails, double sided tape or product that causes a hole or mars/leaves a residue on any surface may be used. We recommend painters tape, tying things with natural twine or regular cellophane tape. **BALLOONS ARE NOT PERMITTED**. Confetti, glitter, Mylar die-cuts, and plastic curling ribbon are **NOT PERMITTED** in the pavilion or on the grounds. These items are difficult to clean up and when they remain, endanger local wildlife as they attract nesting birds and can wash into our local waterways. We suggest paper or fabric decorations, honey comb decorations, natural materials like flowers, paper streamers, etc. Throwing of rice or bird seed is **NOT PERMITTED**. All decorations must be removed and disposed of properly. If you need to mark the route for guests coming in, please use step stake signs or paper signs. Tables must be returned if moved. We will not move/rearrange/add tables for groups. Tables and floors must be left in the condition found—no paint, spray paint, dyeing materials, stickers or hot glue can be left behind. Sidewalk chalk should be rinsed off before you leave. Piñatas can be used outside of the pavilion if they are made of paper/organic materials.

*Trash must be bagged and left in the cans provided at the end of the rental.

*Please be respectful of other groups in the Park—no loud music, air horns, inappropriate behavior, etc. Any use of music, live or recorded, must be approved in advance by the region manager. No amplification is allowed. Any group notified by a Park Ranger that the volume of their activity is disturbing to others in the Park, must comply with the request to lower the volume or they will be asked to leave.

*Each pavilion has four charcoal grills. Users must bring their own charcoal and lighting device. Please do not put leaves in the grill as this only leads to smoke. Visitors may bring their own smoker, charcoal or gas grills. They must remain with their smoker/grill at all times. The Park is not responsible for these items. The grills **MUST** be used outside of the pavilion covering/shelter. Please be fire conscious and keep any cooking device away from low hanging plant life. **FRYERS ARE NOT ALLOWED**. Any grease/charcoal, etc. is the responsibility of the renter to clean up/dispose of. Grease attracts wildlife and insects to public areas. **GREASE CANNOT BE POURED DOWN THE DRAINS, LEFT ON THE GRASS/GROUNDS OR SPILLED ON THE PAVILION FLOOR...pour it into a closed container when cool and place in the trash or take with you.**

*Each pavilion has nearby access to water and electrical outlets. Outlets are often up high and require renter to bring their own extension cords. Only standard electrical service is provided. Each pavilion is within walking distance of flushable toilets.

*Any fire remaining in the fireplace at the end of the rental should be spread out and left to die. Please do not pour water on fireplace coals. To limit the spread of invasive insects, please do not bring your own firewood. We have an ample supply. If having trouble lighting a fire, we can do it for you. Please do not use any lighter fluid or volatile materials in the fireplace. Do not put hot coals in the trash receptacles. No fires are permitted outside of the grills/fireplace. We cannot allow bonfires or open burning per township ordinance.

*Groups reserving late in the day must vacate the pavilion ½ hour before the park closes. Park hours are sunrise to sunset.

*Vehicles may not be driven on the pedestrian paths to the pavilions or on the trails. Vehicles must be unloaded from the parking areas. This includes caterer vehicles. Parking spaces are not reserved for groups/specific rentals, however, sufficient parking is available around the site for most activities. Parking spaces cannot be reserved for alternative uses such as RC cars, tot bicycles, activities other than vehicular parking. No bus parking is close to the pavilions. Parking/driving on the grass is not permitted unless specifically directed to do so by a Park Ranger. No one may block/park on the roadway with their vehicle. This is a safety hazard should an ambulance or emergency vehicle need access.

*Moon bounces, dunk tanks, climbing walls and most inflatables are not permitted. Bringing in items such as outside petting zoos or pony rides are permitted on a case by case basis and must provide certificates of insurance that include Montgomery County as co-insured. Any activity like this must be pre-paid and exclusive to your rental.

*The Main Pavilion has glass sides which are installed at daylight saving time end and removed at daylight saving time beginning. They are not able to be opened or removed once installed nor can they be put up outside of the normal timing. When the sides are installed, the pavilion can be used during the winter for small gatherings. There is a small heater and fireplace to provide minimal heat.

*Lower Perkiomen Valley Park is not ideal for weddings/receptions, however, small, casual activities contained within the pavilion may be allowed.

*A small 10 x 10 tent can be used in conjunction with your pavilion rental. It is solely the responsibility of the renter and must not allow for any damage of the grounds.

*Park users resume all responsibility for children at the playground and personal items left in vehicles or at pavilions.

*As with any activity in Lower Perkiomen Valley Park, Montgomery County Rules and Regulations must be followed within the Park grounds, including the pavilions. There is no smoking in the Park or the pavilions. Dogs must be leashed. Alcohol is not permitted except at the Main Pavilion with an approved alcohol permit/fee.

*If you are using a caterer or food truck, a copy of their health certificate must accompany the reservation fee. A reservation is not complete without it. Food trucks may be used, but must be exclusive to your event and not solicit sales to other park users. Food trucks should be pre-paid with no money exchange on property.

RENTALS/PAVILION FEES:

Small pavilions may hold up to 50 persons; large pavilions hold 75-100.. More than one pavilion may be reserved at a time – fees are PER pavilion.

Small Pavilions – Montgomery County Residents (Main Picnic Center/Pavilion at LPVP)

| Weekdays | Weekends/Holidays | |
|----------|-------------------|---|
| \$37 | \$53 | 4 hours (includes set up/clean up time) |
| \$53 | \$95 | all day (park open to sunset) |

Small Pavilions – non-Montgomery County Resident (Main Picnic Center/Pavilion at LPVP)

| Weekdays | Weekends/Holidays | |
|----------|-------------------|---|
| \$42 | \$63 | 4 hours (includes set up/clean up time) |
| \$63 | \$105 | all day (park open to sunset) |

Large Pavilions – Montgomery County Residents (Pavilions #1 or #2 at LPVP)

| Weekdays | Weekends/Holidays | |
|----------|-------------------|---|
| \$42 | \$79 | 4 hours (includes set up/clean up time) |
| \$79 | \$105 | all day (park open to sunset) |

Large Pavilions – non-Montgomery County Resident (Pavilions #1 or #2 at LPVP)

| Weekdays | Weekends/Holidays | |
|----------|-------------------|---|
| \$53 | \$105 | 4 hours (includes set up/clean up time) |
| \$105 | \$131 | all day (park open to sunset) |

SPECIAL ACTIVITIES: (For example: Run/Walks, Fundraisers, Sports Field Use, etc.) These use open areas (like regional trails or multi-use fields) and may or may not include a picnic pavilion. (Pavilions are additional fees.) This will require a special use permit, proof of insurance, proof of non-profit status, and potentially a sports field use permit. Call LPVP (610-666-5371) for details.

| | <u>Resident</u> | <u>Non-resident</u> |
|--|-----------------|---------------------|
| Short Term Assembly Fee | \$21/period | \$21/period |
| (90 minutes or less, no picnic pavilion, non-commercial, 50 person max, field use at Lower Perk. ONLY) | | |
| Small-scale | \$105/day | \$158/day |
| 20-100 persons | | |
| Moderate-scale | \$210/day | \$263/day |
| 101-250 persons | | |
| Large-scale | \$525/day | \$578/day |
| 251 – 500 persons | | |

USE OF TENTS ON THE GROUNDS:

In addition to the fees above, a \$1,000 tent fee will be charged for reception tents (larger than 10 ft x 10 ft).

PROFESSIONAL/COMMERCIAL PHOTOGRAPHY/FILMING: Talk to the site to see what fees may apply.