

**MONTGOMERY COUNTY
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Department of Assets & Infrastructure

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Jesse S. King
Director

Dave Clifford
Administrator, Parks, Trails & Historic Sites Division

Lorimer Park Pavilion Reservation Permit

Montgomery County Residents

Weekdays

Four (4) hours (including setup/cleanup) \$56.00
All Day (Open to ½ hr. before park closes) \$93.00

Non-County Residents

Four (4) hours (including setup/cleanup) \$66.00
All Day (Open to ½ hr. before park closes) \$122.00

Name _____
Address _____ City _____
Zip _____ Type of Event _____
Pavilion Requested _____
County of Residence _____
Event date _____
Required for all rentals: Start Time _____ End Time _____
Phone _____ # people _____
Fee Due _____ Email Address _____
Caterer/Food truck Name _____ (If no caterer or food truck will
be on site, please put N/A.) If you require a group/organization or different name on the reservation card,
please state what you would like it to say here:

Procedures and Rules:

*A reservation is not complete, nor date reserved, until the fee is paid. Checks should be made to "County of Montgomery" and **mailed** with this form **to Norristown Farm Park at 2500 Upper Farm Rd, Norristown, PA 19403**. Cash and checks are accepted in person at the office. Call the office at **610-270-0215** in advance to ensure someone will be available to process your application fee. The office is normally open Monday- Friday, 8:15 am to 3 pm. Office is closed on county holidays and weekends. Reservations are taken on a first come, first served basis. Reservations are only taken within the calendar year of the event.

*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 and 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.

*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 must be left in the condition found—no paint, spray paint, dyeing materials, stickers or hot glue can be left on the tables. 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 is within walking distance of toilets.

* 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.

*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 assume all responsibility for personal items left in vehicles or at pavilions. *As with any activity in Noristown Farm 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.

*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.

This agreement between _____ hereinafter called the permittee and the Montgomery County Division of Parks, Trails & Historic Sites is as follows: Whereas the permittee does hereby remise, release and forever discharge Montgomery County, its servants, agents, successors and assigns from any and all liability of any nature and/or any and all actions and cause of action, suit, debts, dues, accounts, bonds, covenants, contracts, agreements, judgments, claims and demands of whatsoever nature in law of inequity arising from or due to the use of a Montgomery County property. The permittee also agrees to indemnify, defend and hold harmless the Division of Parks, Trails & Historic Sites, the County of Montgomery, its agents, employees, servants, successors and assigns from any and all claims and losses accruing or resulting to any person, firms or corporations in connection with the usage of the above listed premises. **By signing below, I am indicating that I have read the above and will abide by these and other applicable Parks, Trails & Historic Sites' regulations.**

Signature _____ Date _____

(This signature is the person responsible for the event.)

Office Signature _____ fee paid _____

method _____ date _____