



Township of Upper Moreland
Department of Parks and Recreation

CONCERT GAZEBO

Rental Rules/Procedures MASONS MILL PARK

The Concert Gazebo may be utilized for group events as permitted by the policies listed below:

Permit Requirement:

All group uses/events shall require an advance **PERMIT**. Applications for permits may be submitted to the Department of Parks and Recreation of Upper Moreland Township at least **15 days prior to the event** (*some events may require additional application time*).

Approved Users:

The Concert Gazebo may **ONLY** be used for the following group events
(*groups may not exceed 40 attendees*)

- **weddings**
 - **photography settings**
 - **community-group ceremonies**
 - **day-school activities**
- or similar events pending departmental review*

Event Details & Requirements

- All details of the planned event shall be provided to the Department at the time of permit application.
- The Department may require specific liability insurance coverage for community/group events.
- Special regulations apply** to any type of **fundraising events**, or for **groups larger than 40** attendees. For these events, a permit application shall be required in accordance with our **Park Special / Large Event Use Policy**.

TO APPLY FOR A PERMIT

1. **Please read all rules listed above and review all the rules on the reverse side.**
2. **Provide the Department with a detailed outline of the event (proposed date, time, details, etc.)**
3. **The Department will issue a "Tentative Facility Reservation" with the rental fee detailed.**
-This tentative permit expires if not paid within 10 days.
4. **Once payment is received the department will issue a "FACILITY RESERVATION RECEIPT", which Authorizes exclusive use of the gazebo.**

Application Review Criteria:

The Concert Gazebo is one part of a busy community park. Please be considerate of other groups and individuals using nearby park facilities. Group-use applications for the Concert Gazebo will be reviewed by the Director of Parks and Recreation based on the following criteria

- **Other scheduled gazebo and park events**
- **Suitability of planned event for the site**
- **Prior applying group rental history**
- **Size of audience**

Applications denied by the Director may be appealed to the Parks and Recreation Advisory Council, at a regularly scheduled bi-monthly meeting.

CONCERT GAZEBO Permit Fees:

BASIC RENTAL: (exclusive use of gazebo only, for a maximum 4-hour period)

\$40.00 for "U.M. Twp. Resident Groups" \$80.00 for "Non-resident Groups"

(Resident group rates apply only if at least 75% of the group lives in Upper Moreland Twp. AND the permit applicant resides in Upper Moreland Twp.)

SECURITY DEPOSIT A refundable security deposit is required, starting at a minimum of **\$50**, depending on the extent and nature of the event. This deposit will be refunded following a satisfactory post-event inspection to ensure the gazebo and surrounding area are left clean and undamaged.

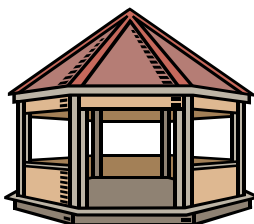
ADDITIONAL FEES may be charged to cover anticipated Twp. expenses due to a special event, pending review of event details.

INSURANCE certification may be required by the Township pending the planned event.

SPECIFIC RULES:

- No food service is permitted at the gazebo at any time:** Picnic Pavilions are available for rental for food services.
- Commercial Activity is prohibited in the park:** except by prior approval of the Twp. Board of Commissioners
- Alcoholic beverages are strictly prohibited:** in all areas of the park
- Tobacco and Vaping products are strictly prohibited:** in all areas of the park.
- Decorations & Materials:** All decorations and materials (string, tape, etc.) must be installed no more than one hour before the event. All decorations and related materials must be entirely removed by the group within two hours after the event. **The Department will bill the group (or retain security deposit funds) for any damages or added labor resulting from improper use/removal of materials.**
 - Prohibited Items:** The recreational use of **confetti, rice, popped balloons, foil**, and other non-biodegradable or environmentally harmful materials is strictly prohibited.
 - Attachment Restrictions:** **No staples, nails, screws, glue, wire**, or other materials that could damage the structure are permitted.
- Vehicles:** may park only in designated spaces on paved areas of the parking lot. **Absolutely no parking on grass or blocking of traffic areas.** Violators are subject to a citation.
- Pets are prohibited in all U.M. Township Parks** (with the exception of the Dog Park at Mill Creek Park).
- Electrical Requirements:** must be approved by the department at the time of the permit application.
- Noise Restrictions:** No loud music, PA systems, or paid entertainers are permitted in the park without prior approval from the township.
- Rainouts:** If weather conditions prohibit use of the facility, please notify us **PRIOR to your scheduled time** on the day of the event at (**Weekdays: 215-659-3100 ext. 1039 / Weekends:215-659-3388**) we will then (1) attempt to reschedule the event or (2) refund the rental fee.
- Cancellations:** **Any cancellations made less than seven [7] days prior to the reserved time will not be eligible for a refund.** Cancellations seven [7] or more days prior to the event will receive a 50% refund, exclusive of the security deposit.
- No-Shows:** **Failure to notify the Department that you are not coming will result in forfeiture of fees.** Please determine your foul-weather plans and spectator seating needs in advance.
- The Concert Gazebo can only be reserved for the current calendar year.**
 - **"U.M Resident Groups"** may reserve the gazebo beginning the first working day of January
 - **"Non-resident Groups"** may reserve the gazebo beginning the first working day of March

Township of Upper Moreland
Department of Parks and Recreation
117 Park Avenue
Willow Grove, PA 19090
215-659-3100 ext. 1039
website: www.uppermoreland.org



Gazebo Address
Masons Mill Park
3500 Masons Mill Road
Huntingdon Valley, PA 19006
215-659-3388
recreation@uppermoreland.org