



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

All group uses/events shall be by advance PERMIT only. Applications for Permits may be made to the Department of Parks and Recreation of Upper Moreland Township at least [15] days prior to the event (some of events require additional application time).

The Concert Gazebo may **ONLY** be used for the following group events (*groups may not exceed 100 attendees*)

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

-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** at the park, or for **groups larger than 100** attendees. For these events, a permit application shall be required in accordance with our Park Special / Large Event Use Policy.

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

- 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.

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. No Charge applications will receive a Facility Reservation Permit.

4. If payment is required, once received, the Department. will issue a "FACILITY RESERVATION RECEIPT", which Authorizes use of the gazebo.

CONCERT GAZEBO Permit Fees:

- A. For Photo Setting (wedding party, family, etc.)

NO CHARGE. A free permit will be provided for a [2] hour period. The permit will insure exclusive use. No equipment or services are provided for these free permits. Photograph reservations exceeding [2] hours must request a "Basic Rental" Permit (reverse side).

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B. For All Other Events, pending review of detailed requirements:

BASIC RENTAL: (use of gazebo only, for a maximum 5 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.

Public Address Systems and chairs/tables must be provided by the group.

SECURITY DEPOSIT (fully refundable pending satisfactory use of facility)

Specific amount depends on extent of event (\$50.00 minimum)

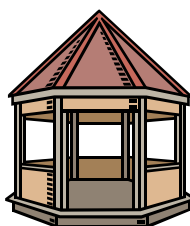
ADDITIONAL FEES may be charged to cover anticipated Twp. expenses due to a special event, pending review of event details.

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

SPECIFIC RULES:

1. **No food service is permitted at the gazebo at any time;** Picnic Pavilions are available for rental for food services. **Alcoholic beverages and all tobacco products are strictly prohibited in the park.**
2. Any commercial activity is prohibited in the park, except by prior approval of the Twp. Board of Commissioners.
3. Vehicles may park only in designated spaces on paved areas of the parking lot.
All decorations and attaching materials (string, tape, etc.) shall be installed no more than two hours prior to the event. All decorations and related materials shall be entirely removed by the group within two hours after the event. **No staples, nails, screws, glue, or wire may be used.** The Department will bill the group (or retain security deposit funds) for the removal or cleanup required of any decorative materials.
4. Events may not use paper confetti or rice (i.e. weddings). Bird seed may be used, if desired.
5. Any electrical requirements and public address system requirements shall be presented to and approved by the Department at the time of permit application.
6. The Department may require an advance security deposit under a separate check, in addition to any permit fees that may apply. The deposit will be returned pending satisfactory use and clean up of the facility. The amount of advance deposit required will vary pending the planned event.
7. A> **CANCELLATIONS:** any cancellations less than [7] calendar days prior to the event will not eligible for a refund. Any cancellations [7] or more days prior to the event will be subject to a 50% refund, exclusive of the security deposit.
B> **RAIN OUTS:** if weather conditions, at the park, prohibit use of the facility, you must first notify us by phone, prior to your scheduled time on the day of your event:
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.
C> **NO-SHOWS:** if you do not notify the Dept. that you are not coming, fees are not refundable.
PLEASE DETERMINE FOUL-WEATHER PLANS and SPECTATOR SEATING PLANS FOR YOUR EVENT!
8. The Concert Gazebo can only be reserved for the current calendar year only.
"U.M. Resident Groups" may reserve the gazebo beginning on 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