



# Whitpain Township

## Parks & Recreation

960 Wentz Road Blue Bell, PA 19422

610-277-2400



## Facility Usage and Rental Policies

### GENERAL INFORMATION

- Permit applications are available beginning February 1 of each year. Print applications online at [www.whitpainrec.com](http://www.whitpainrec.com), or pick up applications at the Township Building Weekdays, 8:30 a.m. – 4:30 p.m.
- The Parks & Recreation Director and Township Manager must approve and sign all permit applications. A copy of the signed and approved permit will be mailed to the address provided on the application. The permit holder is required to bring a copy of the permit with them the day of their event. Copies of the permit will be on file with the Park Attendants, Whitpain Township Police, and Parks & Recreation Department.
- Permit fees are due to Whitpain Township Parks and Recreation at least 10 business days BEFORE your scheduled event. *Failure to pay within ten days may void your permit.* If submitting an application for a date less than 10 days away, the permit fee is due at time of submission. Permit fee will be returned if application is denied.
- An insurance certificate naming Whitpain Township as additionally insured is required if your group is:
  - An organized sports league or camp
  - Using outside caterers, bouncy houses, entertainment, etc.
- During your rental, you are entitled to exclusive use of the area indicated on your permit. All other areas are for shared use or for patrons holding permits on specified facility/field.
- Time noted on permit INCLUDES set-up and clean up. Please do not arrive prior to time shown on permit and make sure you clean up by the time noted.

### SECURITY DEPOSIT

- A \$200 security deposit is required for all permits to be processed.
- ***Security deposits must be a separate check from the permit fee and submitted with application.***
- Security deposit checks are either shredded or voided and returned to you after your rental barring any violations. Violations include:
  - Excess or littered trash
  - Damage to structure, furnishings, grills, and/or fields
  - Renters do not observe Park Ordinance 237 posted in park
- You will be notified by phone and by mail prior to any penalty being assessed.

### CANCELLATION POLICY

- No refunds for inclement weather. In the case of forecasted inclement weather, permit holders can reschedule rental date at least 48 hours prior to rental, based on facility availability. If no availability, the full amount paid can be carried over as a household credit and used toward a future rental fee within one calendar year.
- If cancelling **more than ten business days prior to rental**, 90% of the permit fee will be refunded, and the remaining 10% is non-refundable.
- If cancelling **within ten business days of rental**, 50% of the permit fee will be applied to account as a household credit, and the remaining 50% is non-refundable. Household credits must be used within one calendar year.
  - In the event that we are able to book another reservation on your canceled date, 90% of the permit fee will be applied to account as a household credit, and the remaining 10% is non-refundable

## WENTZ RUN PARK: PAVILIONS AND GAZEBO

1000 Anvil Lane Blue Bell, PA 19422

### **Picnic Pavilion**

3 Hour Minimum Rental – Maximum Capacity 125 People

Daily, 10 a.m. – Dusk

	<b>Max. 75 People for 3 Hrs</b>	<b>Over 75 People for 3 Hrs</b>	<b>Each Add'l Hour</b>
<b>Resident/Non-Profit</b>	\$150	\$225	\$50
<b>Non-Resident</b>	\$180	\$255	\$60
<b>Business</b>	\$225	\$325	\$75

#### Picnic Pavilion Amenities & Features

- Two Charcoal Grills – cleaned and ready to use; bring your own charcoal and grilling utensils  
***Use of personal grills is strictly prohibited***
- Electrical outlets on corner posts
- Water spigot
- Close proximity to playground
- Restrooms in the concession stand and wheelchair accessible portable toilet by playground
- Fifteen picnic tables. Each table is approximately 6' x 2.5'

### **Concession Pavilion / Gazebo Area**

3 Hour Minimum Rental – Maximum Capacity 35 People

Daily, 10 a.m. – 7:30 p.m.

	<b>3 Hours</b>	<b>Each Add'l Hour</b>
<b>Resident/Non-Profit</b>	\$90	\$30
<b>Non-Resident</b>	\$120	\$40
<b>Business</b>	\$150	\$50

#### Concession Pavilion Amenities & Features

- Covered area with several picnic tables
- Beverage vending machines
- Close proximity to tennis courts and sports fields
- Restrooms

#### Gazebo Amenities & Features

- Small covered area (no picnic tables or chairs provided)
- Electricity
- Use of gazebo lawn
- Close proximity to restrooms and playground

*Prices listed above do not include the separate \$200 security deposit check!*

## WENTZ RUN PARK: FIELD AND COURT RENTAL

### **Baseball / Soccer / Multipurpose Field / Basketball Courts / Volleyball Court / Horseshoe Pits**

Weekdays, 10 a.m. – Dusk; Weekends, 9 a.m. – Dusk

	One Time Use – 2 Hrs	Each Add'l Hour	Long Term – Max 12 Wks, 2 Hrs/Wk
<b>Resident/Non-Profit</b>	N/C	\$25	\$360 (\$15/hr)
<b>Business/Non-Resident</b>	\$75	\$25	\$600 (\$25/hr)

### **Tennis Courts**

	One Time Use – Max 2 Hours, 2 Courts
<b>Resident</b>	\$15/hr/court

### **Sport Camp Rental Rates**

	1 Week
<b>Basketball / Volleyball / Tennis</b>	\$250/Court*
<b>Baseball / Softball / Soccer</b>	\$300/Field*

*\*If less than 20 participants enrolled, the cost is \$15/person*

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## STONY CREEK SPORTS PARK

500 North Wales Road Blue Bell, PA 19422

### **Hockey Rink**

Hockey Rink Light Schedule:

April 1<sup>st</sup> through Thanksgiving: Friday and Saturday, dusk – 10 p.m.\*

Summer: Monday – Saturday, dusk – 10 p.m.

*\*If requesting hockey rink lights for **Sundays or spring / fall weeknights**, applications must be received at least two weeks prior to start date for timer to be re-programmed*

	2 Hrs – NO Lights / Each Add'l Hr	2 Hrs – WITH Lights / Each Add'l Hr	Long Term Use – Min. 3 times NO Lights / WITH Lights
<b>Resident/Non-Profit</b>	\$75 / \$50	\$125 / \$75	\$50 per use / \$75 per use
<b>Business/Non-Resident</b>	\$100 / \$75	\$150 / \$100	\$100 per use / \$125 per use

*Prices listed above do not include the separate \$200 security deposit check!*



# Whitpain Township

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960 Wentz Road Blue Bell, PA 19422  
610-277-2400



### FACILITY PERMIT APPLICATION

*Write on lines above text*

Organization/Company (if applicable)

Purpose for Use

Contact Name

Email

Street Address (where permit will be mailed to)

City / State / Zip

Home Phone

Cell Phone

#### Wentz Run Park

\_\_\_\_ Picnic Pavilion: \_\_\_\_ Grills \_\_\_\_ Water      \_\_\_\_ Little League Field  
\_\_\_\_ Concession Pavilion      \_\_\_\_ Gazebo  
\_\_\_\_ Soccer: \_\_\_\_ Field 1 \_\_\_\_ Field 2      \_\_\_\_ Baseball Field  
\_\_\_\_ Tennis Courts: \_\_\_\_ 1 \_\_\_\_ 2 \_\_\_\_ 3 \_\_\_\_ 4      \_\_\_\_ Softball Field  
\_\_\_\_ Basketball: \_\_\_\_ Court 1 \_\_\_\_ Court 2      \_\_\_\_ Horseshoe Area  
\_\_\_\_ Multipurpose Field      \_\_\_\_ Volleyball Court

#### Stony Creek Sports Park

\_\_\_\_ Football Field      \_\_\_\_ Hockey Rink

#### Other Parks and Facilities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) Requesting \_\_\_\_\_

Approx. # of People Attending \_\_\_\_\_

Time (includes set-up & clean-up): \_\_\_\_\_ TO \_\_\_\_\_

The undersigned applicant agrees that as the sponsor of the group, he/she is personally responsible for any violation of the Park Rules and Regulations as printed on the following page of this form as well as any additional site regulations provided by the Parks & Recreation Department .

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Director of Parks & Recreation Signature \_\_\_\_\_ Date \_\_\_\_\_

Township Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

For Dept. Use Only	Amount	Due	Check Number
Security Deposit	\$200	Submit with Application	# _____
Permit Fee SEPARATE CHECK FROM DEPOSIT	\$ _____	_____ 10 BUSINESS DAYS PRIOR TO RENTAL	# _____
Notes:			

Make checks payable to Whitpain Township

\*\*\*\* IMPORTANT PERMIT INFORMATION ON FOLLOWING PAGE\*\*\*\*

## HOW TO COMPLETE AND RETURN YOUR WHITPAIN TOWNSHIP PERMIT

Sign and return application. We will mail you a signed copy and you will receive an email confirmation once your application is approved.

Make two separate checks payable to Whitpain Township for:

- 1) Any fees which are due; and
- 2) Required security deposit.

## PARK RULES AND REGULATIONS

- No person(s) without a special permit shall be allowed in the park except between the hours of sunrise and sunset.
- Permits are required for the exclusive use of park facilities. No permits issues for Tot Lot and Walking Trails.
- Smoking and the use of tobacco products is prohibited.
- Possession or use of alcohol, drugs or other illegal or controlled substances is prohibited.
- Open fires, portable stoves or similar devices for cooking are not allowed.
- Dogs are permitted on walking trails and common areas but are NOT permitted within 50 feet of a playground and 20 feet of a sports field or court.
- All dogs must be on a leash (maximum 10 feet in length) and under owner's control at all times.
- Owners must pick up after their dog. Pet assistance stations are located throughout the park.
- Bicycles are permitted on the walking trails and parking lots only. Use caution and ride at safe speeds.
- All self-propelled vehicles are prohibited other than such lawful use within designated areas.
- Motorized, transistorized or fuel-propelled model airplanes, aircraft, rockets or vehicles are prohibited.
- Hunting is prohibited
- Horseback riding is prohibited anywhere in the park.
- Playing or practicing golf anywhere in the park is prohibited.
- Use of parks, open space or trails for conducting a private, fee-based coaching clinic or training, unless authorized by the Township in advance, is prohibited.
- Whitpain Township has the authority to preempt all activities.
- Park users are required to observe all other regulations as listed in the Whitpain Township Ordinance Number 237.

## LIABILITY WAIVER AND HOLD HARMLESS AGREEMENT

In consideration for being permitted use and/or occupancy of Municipality's park and recreation facilities, Applicant agrees to the following:

### **Indemnification**

To the fullest extent permitted by law, Applicant agrees to defend, indemnify, pay on behalf of, and save harmless Municipality, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys' fees and all other connected therewith, arising out of or connected to the Applicant's use or occupancy of the premises of Municipality.

### **Waiver of Subrogation**

To the fullest extent permitted by law, the Applicant and its employees, officials, volunteers, agents and representatives waive any right of recovery against Municipality and their elected and appointed officials, officers, volunteers, consultants, agents and employees for any and all claims, liability, loss, damage, costs of expense (including attorneys' fees) arising out of the Applicant's use of or occupancy of the premises of Municipality or arising out of Applicant's operation on, at or adjacent to any premises of Municipality. Such waiver shall apply regardless of the cause of origin of the loss or damage, including the negligence of Municipality and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Applicant shall advise its insurers of the foregoing and such waiver shall be provided under the Applicant's commercial property and liability insurance policies and the Applicant's workers compensation policy, if any.

### **Damage to Property of the Applicant and its Invitees**

The Applicant and its employees, officials, volunteers and agents shall be solely responsible for any loss or damage to property of the Applicant or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the Municipality.

### **Insurance Requirements**

The Applicant shall purchase and maintain throughout the term of this agreement or its use of occupancy of Municipality premises commercial general liability insurance or its equivalent with minimum limits of:

- \$1,000,000 each occurrence;
- \$1,000,000 personal and advertising injury;
- \$2,000,000 general aggregate; and
- \$1,000,000 products/completed operations aggregate.

This commercial general liability insurance or its equivalent shall include coverage for all of the following:

- Liability arising from premises and operations;
- Liability arising from products and completed operations;
- Contractual liability including protection for the Applicant from bodily injury and property damage claims arising out of liability assumed under this agreement;
- Liability arising from the explosion, collapse, or underground (XCU) hazards;
- Liability arising from athletic or sports participation; and
- Liability arising from bodily injury to spectators.

Municipality and the Municipality's elected and appointed officials, officers, agents, employees, and authorized volunteers shall be named as additional insureds on this commercial general liability insurance policy as respects Applicant's use or occupancy of the premises of the Municipality. Use of ISO form CG 2026, Additional Insured – Designated Person or Organization, or its equivalent is required.