



**Borough of Fleetwood**  
*Incorporated in 1873*  
110 W. Arch St  
Suite 104  
Fleetwood, PA 19522

**BOROUGH OF FLEETWOOD  
OUTDOOR FACILITY CONTRACT**

The Borough of Fleetwood has beautiful park facilities, as well as a beautiful Town Square. Maintaining these facilities is the responsibility of ALL who use them. The sponsoring individual, group, or business will be held financially liable for any damages incurred, whether the damage was intentional or not. Please note: The Town Square may be booked for events open to the public, not private parties.

- DO NOT remove tables from pavilion.
- The Borough will provide trash containers with bags for your use. Please clean up your area when finished and place all garbage in the trash containers. Do not close bags. Pavilion must be left in a useable condition for the next renter.
- Payment in full is due at the time of booking.
- Refund Policy: cancellation must be 60 days or more prior to date of event for full refund.
- Note: The Parks are under video surveillance at all times.
- No Alcoholic Beverages are permitted in the park areas.
- Must vacate park/town square premises by Dusk
- No open fires are permitted on park grounds or in town square. You may bring gas grills if needed for park rentals.
- Proof of insurance must be provided by Businesses or Clubs using Borough's facilities.

I hereby certify that I have read, understand and agree to abide by the contents of the Borough of Fleetwood policy governing use of borough facilities. I understand that I am responsible for supervision of all participants in this activity. As the sponsor of this event, I understand that I (or my group/business) will be held financially liable for any damage to borough property. I will leave the facility in a clean & useable condition.

Contact Person (please print): \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

User holds the Borough of Fleetwood harmless from all claims for injury to/or the death of any person, and for damage to/or the loss of any property arising out of or attributed directly or indirectly to the operations or omissions of the borough.

FLEETWOOD BOROUGH OFFICE \_ Monday thru Friday 9:30 to 3:30 = 610-944-8220  
POLICE (Non-emergency number) After hours, weekends or holidays = 610-655-4911

Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Facility Request: (Check all applicable)

Pavilions: #1, #2, #3, Bandshell, Concession Stand, Locust St Park,  
Town Square

Time Period Requested: Please designate time needed, including set-up & clean-up

Pavilions: From \_\_\_\_\_ To \_\_\_\_\_ (Must vacate premises by Dusk)

Bandshell / Concession Stand: From \_\_\_\_\_ To \_\_\_\_\_

Locust St / Town Square: From \_\_\_\_\_ To \_\_\_\_\_

Rental Usage Fee \$ \_\_\_\_\_

Date Reservation Paid: \_\_\_\_\_ (Make checks payable to Borough of Fleetwood)

Name of Contact Person: \_\_\_\_\_

Address of Contact Person: \_\_\_\_\_

Telephone Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

Adult(s) Supervising Activity: \_\_\_\_\_ Day Phone: \_\_\_\_\_

\_\_\_\_\_ Day Phone: \_\_\_\_\_

\_\_\_\_\_ Day Phone: \_\_\_\_\_

Approximate number of people attending: \_\_\_\_\_

**Fill in the following if business or organization:**

Organization/Business Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Business Address \_\_\_\_\_

Admission Fee (if any)- \$ \_\_\_\_\_

Proof of Insurance Received \_\_\_\_\_

Return this contract to the Borough Office, 110 W. Arch St., Fleetwood, Pa. 19522 with your  
payment to reserve your date.

**\*Not valid without Borough signature and Paid stamp affixed**

Fleetwood Borough Signature \_\_\_\_\_ Date \_\_\_\_\_