



**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.

- Rentals to Fleetwood, PA addresses and Fleetwood Area School District addresses ONLY.
- DO NOT remove tables from any of the pavilions.
- Pavilions have electrical outlets for your use, however, NO MORE THAN 2 crockpots can be plugged in under Pavilions 2 and 3 and NO MORE THAN 3 crockpots can be plugged in under Pavilion 1 in the Main Park. Locust St Park pavilion can have NO MORE THAN 2 crockpots plugged in.
- 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. If trash containers are moved out from under the pavilion, they MUST be placed back under the pavilion before leaving. 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 or fireworks are permitted on park grounds or in town square. You may bring gas grills if needed for park rentals.
- Businesses or Clubs using the Borough's facilities must provide Proof of Insurance.

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 & usable condition.

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

FLEETWOOD BOROUGH OFFICE Monday thru Thursday 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: \_\_\_\_\_  
Street City State Zip Code

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.

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

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