



LIMERICK TOWNSHIP  
DEPARTMENT OF PARKS & RECREATION  
646 West Ridge Pike  
Limerick, PA 19468  
610-495-6432 \* Fax 610-495-0353  
www.limerickpa.org



## SPECIAL EVENT PARK RENTAL APPLICATION – 2010

Welcome -----

Due to several large special event requests for Limerick Township park facilities, the Limerick Township Department of Parks and Recreation has made some improvements in the special event rental procedures and system.

Limerick Township residents take great pride in their park and recreation facilities. It is the intention of the Department of Parks & Recreation to protect the investment the community has made to them. LTP&R strives to maintain these facilities in an attractive and safe manner for all users to enjoy. To this end, certain rules and regulations have been developed that apply to all users of our facilities.

**The following is the current Limerick Township's Special Events Park Rental Application and guidelines. Should you have any questions, please feel free to contact the LTP&R staff for assistance. After you complete the application, detach application pages and return with a \$25.00 application fee (*which will be deducted from the total rental fee*) to the LTP&R office no later than 6 weeks before your event. Copies of your application will be distributed to all departments affected by your event. You will be contacted individually by these departments only if they have specific questions or concerns about your event. Please be aware that in some cases you may have to contact county agencies in addition to Limerick Township.**

Thank you for choosing Limerick Township Parks & Recreation facilities for your event. We hope you and your group have an enjoyable time at our facilities.

**Best Wishes for a successful event in 2010!**



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## SPECIAL EVENT PARK RENTAL APPLICATION - INSTRUCTIONS

### General

- All applications for special event permits shall be made to Limerick Township Department of Parks & Recreation, 646 West Ridge Pike, Limerick, PA 19468. 610-495-6432
- A special event permit will be issued only when all permit requirements have been met and approved and all fees/costs have been paid.
- It is the goal of LTP&R to assist organizers in planning safe and successful events that create minimal impact on the residences surrounding the event and Township property.

### Rules & Regulations

- All Limerick Township Parks & Recreation Rules and Regulations shall remain in effect at all times throughout the duration of the event.
- Township Parks cannot be reserved for the exclusive use of one group. Access to the parks for the general public must be available at all times. In other words, areas cannot be roped off or otherwise secured unless the Township grants a special waiver to the special events permit.
- Special Events requested on holidays or on summer weekends may be rejected due to heavy public use of facilities during these times.
- The organizers of the event must comply with all Limerick Township established ordinances, regulations and policies.
- The Township, as deemed necessary, may impose special rules, regulations and restrictions.

### Fees/Security Deposit/Costs

- A \$25.00 application fee (which will be deducted from total fees) must be included with the application at the time of submission.
- A security/damage deposit is required for all special events held on township property. The security deposit amount is \$250.00 for the event along with a copy of organization's insurance certificate.
- Limerick Township staff prior to and following the event will inspect the event site/facility. Following the post inspection if the site is left in adequate condition and no damage is evident and after all expenses and fees are paid, LTP&R will release the security deposit which was being held.

### Food Concession or Preparations

- **NEW!** The Limerick Township Parks & Recreation department is making the concession available for rent in 2010. Organizations must have a special event food permit for rental of the concession stand.
- The Montgomery County Health Department provides food Facilities and Distribution Guidelines. These will allow the applicant to plan food handling, preparation and distribution in the most responsible and appropriate manner. Event organizers shall be required to comply with all Health Department guidelines.
- The Montgomery County Health Department may require permits if food or beverages are to be sold or given away during the event. The applicant must obtain all required permits and to have available on site during the event for review.
- Montgomery County Health Department phone number 610-970-5040 and website [www.health.montcopa.org](http://www.health.montcopa.org)

### Trash & Security

- The applicant is responsible for the removal of all trash, litter, debris, etc associated with the event to the dumpsters which are located in the park parking lot.
- Event organizers are required to provide a safe and secure environment for the event. Auxiliary Police are scheduled if needed for the event with fees.

### Supervision

- LTP&R may require that an Administrative Staff be on-site or on-call through-out the event.
- Periodic checks may be made to ensure the proper utilization of Township facilities.
- Event organizers shall comply immediately with any and all directions or requests made by LTP&R staff acting in their official capacity. Event organizers will be notified of all LTP&R staff assigned to the event prior to the event.



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**2010 SPECIAL EVENT PERMIT APPLICATION**

★ LTP&R reserves the right to cancel a permit in a timely manner due to unplayable fields conditions, extreme inclement weather conditions, etc. In this case, LTP&R will offer alternate open make-up dates.

**Special Event Rental Fees:**

- 1. Multi Day Tournament Field/Court (2 consecutive days)
  - \$240.00 (One field)
  - \$480.00 (Two fields)
  - \$720.00 (Three fields)
  - \$55.00 per extra field per day
- 2. Special Event Park Rental Fee *(includes use of Main Pavilion & appropriate Field Area for 6 hours total)*
  - Over 125 - under 250 participants \$150.00 (LT)/\$175.00 (NR)
  - Over 250 - under 500 participants\* \$175.00 (LT)/\$200.00 (NR)
  - (\*requires Township staff on site)*
  - (Currently, LTP&R are not able to rent facilities for events that are larger than 500+ participants)*
- 3. Police Assistance (Auxiliary Police) \$22 per hour/person
- 4. Concession Rental (must have permit from MCHD) \$125.00 for event
- 5. Security Deposit (refundable) \$250/organization & insurance certificate
- 6. Special Event Rental Application Fee \$25 (must be submitted with application)

LT - residents, organizations based in Limerick Township/ NR - residents, organizations not based in Limerick Township

**Cancellation Policy:**

# of business days before date of event	Cancellation fee
5 business days or less	\$25
6 to 10 business days	\$15
11 or more business days	\$10

To cancel a permit, the permit holder must contact the Limerick P&R office at 610-495-6432x150. You may reschedule your canceled outing to another available date or request a full refund.

- 1. In cases of INCLEMENT WEATHER, a Limerick Township P&R staff member will attempt to reach you at the telephone number(s) listed on your permit to discuss park availability. Cancellation in this case is without penalty.
- 2. Cancellation due to THREATENING WEATHER is without penalty if made within:
  - \*24 hr. of the starting time of Monday-Saturday permit
  - \*48 hr. for a Sunday permit
  - \*72 hours for holiday Monday permit

**No refunds given for no-shows. Please allow approximately four weeks for refunds to be processed.**

Your permit application requests **must** be received in the LTP&R office **no later than 6 weeks** before your event is scheduled. Note: There is NO guaranteed assignment for event. Based upon this request (and other requests) official permits will be sent to you indicating approved dates, times, facilities and payment due.

**Completed and return Special Event Facility Permit Application along with a \$25.00 application fee (which will be deducted from your total amount due on your permit). Checks should be payable to "Limerick Township". If you have any questions, please contact Karen Hegedus at 610-495-6432x150.**



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**2010 SPECIAL EVENT PARK RENTAL APPLICATION**

(Please Print & Fill out application completely – failure to do so may delay permit for event.)

SPONSORING ORGANIZATION: \_\_\_\_\_

APPLICANT: (Name) \_\_\_\_\_ E-mail \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE (W) \_\_\_\_\_ PHONE (Cell) \_\_\_\_\_

Please identify the contact person “on-site” day of the event. (Note: This person must be in attendance for the duration of the event and immediately available to Township staff).

NAME: \_\_\_\_\_ PHONE (Cell): \_\_\_\_\_

TYPE OF EVENT:      Run/Walk      Bike Race      Sporting Event/Tournament      Fair/Festival  
                                  Fundraiser      Other (specify): \_\_\_\_\_

EVENT TITLE: \_\_\_\_\_

DATE REQUEST: \_\_\_\_\_ (Alternate date) \_\_\_\_\_

EVENT DESCRIPTION: \_\_\_\_\_

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

FACILITY AREA NEEDED:

<input type="checkbox"/> Limerick Community Park	<input type="checkbox"/> Veteran's Park	<input type="checkbox"/> Linfield Landings Park
<input type="checkbox"/> Main Pavilion	<input type="checkbox"/> Main Pavilion	<input type="checkbox"/> Main Pavilion
<input type="checkbox"/> Lion's Dan Pavilion	<input type="checkbox"/> Grills	<input type="checkbox"/> Grills
<input type="checkbox"/> Walking Trail	<input type="checkbox"/> Tennis Courts	<input type="checkbox"/> Walking Trail
<input type="checkbox"/> Baseball/Softball fields (how many? _____)	<input type="checkbox"/> Multi-Purpose Field Area	<input type="checkbox"/> Boat Ramp
<input type="checkbox"/> Basketball courts		
<input type="checkbox"/> Sand Volleyball Courts		
<input type="checkbox"/> Multi-Purpose fields (how many? _____)		

ACTUAL EVENT HOURS: \_\_\_\_\_ to \_\_\_\_\_      SET-UP TIME: \_\_\_\_\_ am/pm      CLEAN-UP TIME: \_\_\_\_\_ am/pm

WILL EVENT BE:     Open to the public     member's only     invite only     other \_\_\_\_\_

Total Number of Event Participants/Spectators:     125 – 200     200 – 300     300 – 400     400 – 500  
 (Currently, LTP&R are not able to rent facilities for events that are larger than 500+ participants)



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**EVENT DETAIL QUESTIONS:** Please complete all questions, failure to do so will result in delay of permit.

**Yes      No**

[ ]      [ ] Will items, products or services be sold at the event? If YES, please describe \_\_\_\_\_  
\_\_\_\_\_

[ ]      [ ] Will food/drink concessions be sold or distributed at the event? If YES, please describe \_\_\_\_\_  
\_\_\_\_\_  
(Event organizer must have a Special Event Food Permit from Montgomery County Health Dept. call 610-970-5040 for more information)

[ ]      [ ] Will there be any inflatable moon bounces or other similar devices be provided? If YES, please indicate number and describe \_\_\_\_\_  
\_\_\_\_\_  
(Insurance certificate for the inflatable equipment must be on file before the event)

[ ]      [ ] Will there be signs, banners and/or decorations? If YES, please describe and give locations \_\_\_\_\_  
\_\_\_\_\_

[ ]      [ ] Will First aid stations/emergency services/etc. be on hand for the event. Please describe safety arrangements \_\_\_\_\_  
\_\_\_\_\_

[ ]      [ ] Any tents or canopies? If YES, please indicate size and number: \_\_\_\_\_

[ ]      [ ] Will sound amplification equipment be used at event? If YES, please describe \_\_\_\_\_  
\_\_\_\_\_

[ ]      [ ] Will this event be promoted, advertised or marketed in any manner? If YES, please describe \_\_\_\_\_  
\_\_\_\_\_

[ ]      [ ] Will there be any live media coverage during the event? If YES, please explain \_\_\_\_\_  
\_\_\_\_\_

[ ]      [ ] Is the organization a "Tax Exempt, non-profit organization? If YES, you must provide with this application proof of your organizations IRS status 5013C tax exempt status.

[ ]      [ ] Will fees be charged to participants/spectators?

[ ]      [ ] Will fees be charged to vendors?

[ ]      [ ] Is Police Assistance needed for event? Reminder: there is a \$22/hr charge for Auxiliary Police. If yes, number needed \_\_\_\_\_

**Additional Information (if needed):**