



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



2012 SPECIAL EVENT/TOURNAMENT – RENTAL APPLICATION

Due to the increasing number of field/court, special events and tournaments rental requests for Limerick Township Park facilities, the Limerick Township Department of Parks and Recreation has made some improvements in the facility rental procedures, policies 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. With the assistance of the Public Works department, 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 2012 Special Event/Tournament Facility Permit Application and guidelines. Should you have any questions, please feel free to contact the Parks and Recreation Office for assistance. After you complete the application, detach the application page and return with a \$30.00 application fee. Once the application is approved, you will receive a copy to keep.

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

Best Wishes for a successful season in 2012!

Angela M. Russell

Angela M. Russell
Recreation Superintendent
Limerick Township
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2012 SPECIAL EVENT/TOURNAMENT - RENTAL INFORMATION

All fields open: SATURDAY, MARCH 31ST

Rental Period: Saturday, March 31st through Sunday, October 28th

LTP&R reserves the right to delay the start of the tournament due to unplayable field conditions. LTP&R also reserves the right to recall use of a specific field/court or facility at a specific time with a minimum 24-hours' notice given to the permit holder. In this case, LTP&R will offer alternate open make-up dates or fields.

Special Event Rental Fees: Rental Period March 31st through October 28th

- | | |
|--|--|
| 1. Tournament Field/Court Rental* (8 hrs. for 2 consecutive days)
<i>(*requires Township staff on site for a 2 hr. period of the event)</i> | \$275 per field/court
\$100 non-resident permit fee - Non Limerick Township organizations
\$60 per extra field per day |
| 2. Special Event Park Rental Fee <i>(includes use of Main Pavilion & appropriate Field Area for 8 hrs.)</i> | |
| 100 - 200 participants* | \$170 (LT)/\$300 (NR) |
| 201 - 350 participants* | \$235 (LT)/\$425 (NR) |
| <i>(*requires Township staff on site for a 2 hr. period of the event)</i> | |
| 3. Township staff fee | \$25 per hour/person |
| 4. Police Assistance (Auxiliary Police) | \$25 per hour/person |
| 5. Concession Building Rental (must have permit from MCHD) | \$110 for event |
| 6. Security Deposit (refundable after permit ends) | \$275 & copy of insurance certificate |
| 7. Special Event Rental Application Fee | \$30 (must be submitted with application - nonrefundable) |

NEW RENTAL POLICY: Currently, LTP&R are not able to rent facilities for events that are larger than 350+ participants.

Special Events/Tournament requests are assigned by first come, first serve basis and must be received in the LTP&R office no later than 6 weeks before your event is scheduled. Please fill out the application **COMPLETELY** and return with a copy of insurance certificate, special event/tournament fee, the \$30.00 application fee. Please enclose a separate check for security deposit. Checks should be payable to "Limerick Township".

Note: There are NO guaranteed assignments. LTP&R will make every effort to assign facilities in an equitable manner while maximizing usage and number of groups satisfied.

Cancellation Policy:

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

1. In cases of INCLEMENT WEATHER, the permit holder must call the Limerick P&R office at 610-495-6432, to discuss park availability. Cancellation in this case is without penalty if contacted within 72 hours.
2. Cancellation Policy as follows:

# of business days before date of event	Cancellation fee
5 business days or less	\$50

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

**** PLEASE READ RULES ON REVERSE SIDE ****



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IMPORTANT PLEASE READ --- LTP&R RECREATION FACILITY RULES AND GUIDELINES

The time frame listed on the permit includes SET UP AND CLEAN UP. Please do not arrive prior to the time listed on your permit. It is important that your group is cleaned up and ready to leave by the ending time on the permit.

Special Event/Park Rental Rules & Guidelines - Limerick Township

Rules & Regulations:

- All Limerick Township Parks & Recreation Rules and Regulations shall remain in effect at all times throughout the duration of the permit. The Township, as deemed necessary, may impose special rules, regulations and restrictions.
- The uses of alcohol and controlled substances are strictly prohibited within all Township facilities. Smoking is prohibited under pavilions or inside the Manderach Memorial Playground area.
- Tents/canopies are not permitted without special permit for certain events.
- Firearms or other weapons are prohibited within the parks.
- Grills are available at Veterans Park and Trinley River Park only. NO gas grills, charcoal grills, fires, etc. are permitted at the Limerick Community Park.
- There shall be no soliciting of any kind, including the sale or vending of food, except by special permit issued by LTP&R. Vendors are not permitted in the park except by special permit issued by LTP&R.
- Minor Field Maintenance is permitted, such as raking out puddles or leveling base paths. You may not mow fields or drag fields using power equipment unless granted by the LTP&R Parks Crew.
- LTP&R staff, LT Parks Crews and the Limerick Township Police has the right to enforce all permits and park rules. In the event of a police, fire or medical EMERGENCY call 9-1-1.

Applicant Responsibilities:

- Please remember to be courteous as other groups may be renting the pavilion with you or before or after your group. All groups are limited to use of the facilities noted on their permit. All other park amenities (i.e. playground area, basketball courts, volleyball courts, fields, etc.) are open to the general public on a first come-first serve basis.
- The pavilion must be cleaned and vacated by the stated ending time. The parking lot and immediate facility area are considered part of the facility and must be free from litter. Please bag trash and take to dumpster after your event.
- Return all tables to original locations and shut off lights if using them.
- The contact person and all event participants must comply with and enforce all Limerick Township established ordinances, regulations and policies.
- The fields/courts must be cleaned from litter, especially water and sport juice bottles during sport tournaments.
- Please make sure to have your permit with you at all times

Parking:

- Park in designated parking spots ONLY. Vehicle access is limited to the general parking areas. Driving on the walking path or parking on the grass is strictly prohibited. POLICE WILL BE NOTIFIED AND FINES WILL BE ISSUED! It is the responsibility of the organization that holds the permit to police all spectators and members during event times.

Animal Policy:

- All animals must be on a leash at all times and owner must clean up after them. It is the responsibility of the organization that holds the permit to police all spectators and members. If there is a problem the police will be contacted and citations issued. No animals are permitted within the Manderach Memorial Playground area.



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2012 SPECIAL EVENT/TOURNAMENT - RENTAL APPLICATION

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

SPONSORING ORGANIZATION: _____

APPLICANT: (Name) _____ Phone: _____

ADDRESS: _____

E-mail: _____

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 Sports Tournament Fair/Festival Fundraiser
 Other (specify): _____

EVENT TITLE: _____

DATE REQUEST: _____ (Alternate date) _____

EVENT DESCRIPTION: _____

RENTAL PERIOD (8 hrs. needed) _____ to _____

WILL EVENT BE: ___ Open to the public ___ member’s only ___ invite only

TOTAL Estimated Number of Event Participants & Spectators: ___ 100-200 ___ 201-300 ___ 301-350

(Currently, LTP&R is not able to rent facilities for events that are larger than 350+ participants)

FACILITY AREA NEEDED:

___ Limerick Community Park ___ Baseball/Softball fields (how many? ___) ___ Multi-Purpose Field Area ___ Basketball courts ___ Multi-Purpose fields (how many? ___)	___ Main Pavilion ___ Lion’s Den Pavilion ___ Walking Trail ___ Sand Volleyball Courts	___ Veteran’s Park ___ Main Pavilion ___ Grills ___ Tennis Courts	___ Trinley River Park ___ Main Pavilion ___ Grills ___ Walking Trail ___ Boat Ramp
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Special Event Permit Fee: _____

Concession Stand Fee: _____

Non-resident Fee: _____

TOTAL DUE: _____

PAYMENT METHOD: [] Cash [] Check # _____ [] Credit Card: MasterCard Discover Visa

Credit Card # (16 digits): _____ Exp. Date _____ / _____

By signing below I agree to pay Limerick Township for the amount above and understand that a Third Party convenience fee will apply to my transaction in order for the Township to accept payment via credit card. I further agree that such convenience fee shall be billed to my credit card by Nationwide Payment Solutions (NPS) as a separate transaction and equal to *2.45% (\$1.50 minimum) of the total amount being paid. *A flat fee of \$3.95 shall apply to all payments made using a Visa Consumer Check Card. Nationwide Payment Solutions is an authorized Level 1 PCI-DSS third party processor of regulated convenience fees.

Name (as listed on card): _____ Signature: _____



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

YES NO

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 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 _____

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 \$25/hr charge for Auxiliary Police. If yes, number needed _____

PLEASE NOTE: Due to the large number of participants and spectators for these types of events, a Township Parks Crew member might be scheduled for your event for a minimum of 2 hours to check restrooms, trash, problems, etc. The fee is \$25 per hour/per person additional.

I acknowledge having received and read the Limerick Township Rental Rules & Guidelines and agree to abide all the rules and regulations set forth by the Township and Parks & Recreation Department.

I, the undersigned, for myself, my heirs, executors, administrators and assigns, do hereby remise, release, quite claim and forever discharge and hold harmless the Township of Limerick, their officials, agents, officers, employees and assigns, from any all liability, known or unknown, potential or otherwise, arising from the uses of the Township's recreational facility and/or public property.

I, along with the organization fully understand that I voluntarily choose to participate in certain recreational activities on the above described Township property and do hereby assume the risk of any personal injury, damage or loss which I may incur from use of the above described Township property.

APPLICANT

SIGNATURE: _____ Date: _____

Limerick P&R

Signature: _____ Date: _____

Angela M. Russell, Recreation Superintendent 610-495-6432 X-129