



Norristown Park Permit Form

All Applicants MUST have their approved permit in their possession at the time in which they reserve one of the Municipality's Park Rental Areas

DATE OF RESERVATION:			
GROUP NAME:			
CONTACT NAME:			
DESCRIPTION OF EVENT:			
CONTACT ADDRESS:			
PHONE (HOME):		PHONE (CELL):	
EMAIL:			

AVAILABLE PARKS:

Please Indicate Which Park You Wish to Use/Reserve: Should your 1st choice of park be unavailable, please provide a 2nd choice of park:

1st CHOICE OF PARK	
2nd CHOICE OF PARK	

NUMBER OF PEOPLE:		ARRIVAL TIME:		DEPARTURE TIME:	
ASSIGNED PARK FEE:					

****A fee is required for the use/reserved use of all municipal parks**
(see PARK FEES on the next page)**

By signing below, the applicant and their group agrees to be responsible for and hereby indemnifies the Municipality and agrees to save the Municipality harmless from any expense, loss, liability or claim whatsoever resulting from injuries or damages to any person or property occurring in any area of the permitted space.

SIGNATURE OF APPLICANT:			
DATE SUBMITTED:			



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PARK FEES:

The fee to use/reserve a park is broken into two parts, a park permit fee and a security deposit. Both are due when you wish to submit a park permit application. **All fees must be paid 2 weeks prior to your reservation date. Failure to pay 2 weeks prior to the event will result in the loss of the reserved date.** Only your security deposit will be returned, provided that your reserved area is free of trash and/or damage.

Park Permits	Resident	Non-resident	Security Deposit
1 to 4 hours	\$95.00	\$190.00	PLUS \$25.00
5 to 8 hours	\$195.00	\$390.00	PLUS \$50.00

Permits for exclusive use of any pavilion will be additional \$100.00 (non-refundable) Security deposits will be refunded provided the park is free of trash and damage.

An event is defined at the discretion of the Recreation Manager (+100 people).

Any rental that constitutes an event is required to have police presence

\$240.00/per event

Any organization found using a park for paid programming without a permit shall be charged double the maximum fee regardless of the organization's residency

PARK RULES and REGULATIONS

1. **For any organization renting Municipal grounds: non-profit/for profit- must provide proof of general liability insurance for up to \$1,000,000 listing Norristown Municipality.**
2. **To finalize the park reservation, the deposit with park fee, insurances, and paperwork must be turned into the Finance Office 2 weeks prior to the event to secure the date and rental.**
3. The possession and/or use of alcoholic beverages is PROHIBITED in all municipal parks.
4. All events and activities must cease when the park closes at dusk.
5. All trash and rubbish must be placed in containers.
6. Grilling must be done using appropriate portable equipment or using the grills provided in the park, no propane.
7. Open fires (i.e., campfires, fire pits, etc.) are strictly PROHIBITED in all parks
8. Cutting, defacing, or removing trees, shrubs, or other plant life from any park is PROHIBITED
9. **Zero Tolerance for any motorized vehicle on park grounds. Cars are to be parked in designated areas only --- motorized vehicles on the grass will be towed.**
10. The only small, personal-sized radios, CD players, or other audio devices designed for the enjoyment of individuals or small groups is allowed in municipal parks. All music shall not be so loud as to be heard beyond a 30-foot radius.
11. Tents cannot exceed 10 x 10 in perimeter.
12. Pony Rides are strictly prohibited in Municipal Parks.
13. Inflatables (i.e., Moon Bounces, Bounce Houses, etc.) and/or equipment are not allowed in any parks Unless approved & permitted by Recreation Manager.

