

MONDAUK COMMON PAVILION RENTAL REQUEST

Please make sure you have read and understood the related fees and rules listed in the POLICY & PRICING sheet. Please TYPE in ALL fields below

Today's Date:

Name of/Reason for this Event:

PERSONAL RENTALS

Permit Holder's Name:

Date of Birth:

Address:

City, State & Zip:

Best Number(s) to reach you:

Email(s):

BUSINESS/ORGANIZATION RENTALS (INCLUDING NON-PROFIT/NOT FOR PROFIT) COI Required

Permit Holder's Name:

Date of Birth:

Name of Company/Organization:

Company/Organizations Address:

City, State & Zip:

Phone:

Name of person financially responsible for the event:

Email of person financially responsible for the event:

PLEASE READ:

- Please provide 3 options that will work for your event in order of preference
- BASE RENTAL PERIOD – 4 HOURS each, beginning at 9am and ending at 8pm **seasonally.*
- Rental Options are 9a-1p, 10a-2p or 9a-2p (paying for an extra hour OR 3p-7p, 4p-8p or 3p-8p (paying for an extra hour)
- A maximum of 2 additional hours, if available) may be requested for an additional fee.
- Anything more than 6 hours will be billed as 8 hours or more.
- The time frame listed on the permit includes SET UP AND CLEAN UP. *Please do not arrive earlier or stay beyond your permitted time*
- ***FALL/SOCCER SEASON**
 - NO SATURDAY RENTALS from the Saturday after Labor Day to the Saturday before Thanksgiving
 - Sunday rentals - ball fields are restricted
 - October rentals must end by 6pm

Day of the Week	Date	Pavilion		Four-hour base rental - 9am to *8pm, max 6 hours or rent 8 or more hours				
		#1(Central)	#2(Woods)	Arrive/Set-up	Event Begins	Event Ends	Departure	Total Time

Please include guests ages 3 years and over in your count.

**Over 100? Please request an [Large Event Application](#)*

Guests	1 to 25	26 to 50	51 to 75	76 to 100	*101-125	*126-150	*151-175	*176-200
<i>Mark with X</i>								

Options for your event - please mark YES or NO

	YES	NO
Will you be using the park charcoal grills? <i>BYO charcoal/foil. Hot coals MUST be disposed of properly.</i>		
Will you bring your own grill? <i>Set up in grill areas only, never under the pavilion.</i>		
Will you need an alcohol permit? <i>Fee applies NO kegs, glass or hard liquor, cans and boxes only.</i>		
Will your group need access to electric? <i>ONLY at Pavilion 1, fee may apply, MUST provide details below*</i>		
Will your group need access to water? <i>ONLY at Pavilion 1, fee may apply, MUST provide details below*</i>		
Are you hiring food vendors/entertainment? <i>COI required; you MUST provide details below*</i>		

Use of fields & courts - please only mark YES or NO for the amenities you plan to use

	YES	NO
*Does your event include needing a ball field? (Pavilion 1 = Field 2, Pavilion 2 = Field 4)		
Does your event include needing one basketball court?		
Does your event include needing one volleyball court?		
Will you need bases? BYO bats, gloves, balls...		

Day-of event contact information

NAME	PHONE	EMAIL

***DETAILS/NOTES – Please provide additional options for your event information, ask questions or any special requests:**

- Return this form to lbrink@upperdublin.net
- Visit www.upperdublinrec.net, make sure you are able to log on to your account with your email and password or create one at this time. This will enable you to "sign" your contract and pay your invoice within 10 days. Questions? Call 215-643-1600 x3238
- Please refer to [MONDAUK COMMON GROUP USAGE & RENTAL POLICIES](#) for more information and [CANCELLATION POLICY](#)