

# Matamoras Parks & Recreation

10 Avenue I, Suite 1  
Matamoras, PA 18336



## Pavilion Rental Agreement

Event: \_\_\_\_\_ Rental Date: \_\_\_\_\_

Contact Person:

\_\_\_\_\_

Organization (if applicable):

\_\_\_\_\_

Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address:

\_\_\_\_\_

### Indemnity & Hold Harmless:

The undersigned, on their behalf and for the organization/family/person listed above including their heirs, insurers, administrators, executors, successors, or assigns in consideration for the Matamoras Borough renting the use of the pavilion to said organization/family/individual, their heirs, insurers, administrators, executors, successors, or assigns hereby covenants and agrees to indemnify and hold harmless Matamoras Borough it's insurers, employees, successors, and assigns from and against any and all costs, expenses, claims, losses, attorney fees, demands, actions, and rights of action, damage or injury whatever kind or nature which in any manner or from any cause sustained by reason and/or result of any activity or use of said facility and/or park.

The undersigned further agrees to abide by all ordinances of the Borough of Matamoras particularly those regulating the use of the premises rented. The undersigned states that they are duly authorized to execute this Indemnity and Agreement on behalf of said organization/family/individual; that they have read the foregoing and they have received a copy thereof.

**The sponsor of all events open to the public must provide either a Certificate of General Liability coverage or a Special Events Policy naming the Borough of Matamoras as certificate holder, with a minimum of \$1,000,000 that fully covers the nature of the event, i.e., liquor liability coverage, live music coverage, large inflatable coverage, etc. Private parties must provide proof of homeowner's insurance.**

\_\_\_\_\_  
Signature of Organization/Family/Individual

Private Rental: Applicant's Driver License Number: \_\_\_\_\_ State: \_\_\_\_\_

Business/Organizational: Federal Employers ID Number: \_\_\_\_\_

## Rental Questionnaire

Approximate Number of Attendees: \_\_\_\_\_

Function Hours: \_\_\_\_\_ to \_\_\_\_\_ Set Up: \_\_\_\_ on day of Rental \_\_\_\_\_ pre-event set up (additional fee)

Clean Up: **CLEAN UP IS ON THE DAY OF RENTAL.** If additional time is needed, additional fees charged. Provide reason

for additional time requested: \_\_\_\_\_

- Yes  No I grant permission to Matamoras Recreation to use photos taken to published electronically or by any other means.  
 Yes  No Event will have large inflatables **Requires Special Activities Application**  
 Yes  No Event will have music/amplified sound **Music Type:**  Live  DJ  Radio **Requires Special Activities Application**

Music Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### Usage Rules

1. Rental begins at 08:30 am on the rental date. The event must be over no later than 07:30 pm with the premises vacated by 8:00 pm including clean up. If extended hours are required please indicate your request at the end of this form. Additional fees will apply and a Special Activities Application must be approved by the Board.
2. All personal property must be removed on the date of the rental. IF rented equipment is furnished indicate that it should be set aside out of the way of a next day rental.
3. Applicant shall be held responsible for any damages to the premises, furnishing, equipment, or park property therein which has occurred due to in whole or part to the activities of any person or persons who are invitees or permittees of the application or extra charges incurred thereby. Applicant will be held financially responsible for all damages or fees.
4. Picnic tables should be left clean and stored in their proper location.
5. **DECORATIONS MUST BE REMOVED**
6. All garbage must be collected and deposited in the dumpster immediately at the end of the event.
7. Applicant is responsible for ensuring the roadway remains clear and traffic patterns are open. NO vehicles are allowed in the fenced area. You may drop off and pick up supplies and/or handicapped persons, vehicles must be then immediately removed from fenced areas.
8. **NO SMOKING INSIDE FENCED AREAS. AIRPORT PARK IS A SMOKE FREE AREA.**
9. No dogs are permitted in the park with the exception of service animals. We offer a dog park for supervised dog exercise.

Other Needs/ Requests: \_\_\_\_\_

### Fee Schedule

Individuals:

Vocci Pavilion (large): Matamoras Resident \$175.00 Non-Resident \$200.00

Drake Pavilion (small): Matamoras Resident \$125.00 Non-Resident \$150.00

**Pavilion rental does not include non-resident user fees for Firefly Field.**

**NO REFUNDS OF RENTAL FEES**

Deposit: \$100.00 (Determined by the number of attendees)

Make Checks/Money Orders Payable to: Matamoras Borough

Return payment and signed agreement to: Matamoras Borough  
10 Avenue I, Suite 1  
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