



Bristol Township Parks & Recreation Building

2401 Bath Road Bristol PA 19007

Phone: 215-785-0500

Web: www.bristoltownship.org

Planning a special occasion? Need a meeting place for your organization or group? Rent a room at the Bristol Township Parks & Recreation Building and decorate it for your next event. Perfect for meetings, training, or that special occasion. Food and refreshments are permitted; however alcoholic beverages are prohibited. The use of six-foot round tables and folding chairs are included in your rental fee. The arrangement of each space varies according to the event.

General Information

- To secure a rental date please log in bristolpa.myrec.com. If you do not have an account, you can create one, fill in your information and submit your request date and room.
- Once your date and room rental are confirmed, you must submit your security deposit.
- Print applications online at www.bristolpa.org or pick up applications at the Parks & Recreation building weekdays during office hours. (8:00 am – 4:30 pm)
- Permit applications are available year-round for our indoor location.
- The Parks & Recreation Director must approve and sign all permit applications.
- A copy of the signed and approved permit will be emailed to the address provided on the application.
- The permit holder is required to bring a copy of the permit with them the day of their event.
- During your rental, you are entitled to exclusive use of the area indicated on your permit. Time noted on permit INCLUDES set-up and clean up.
- A valid driver's license or identification is required with rental application.
- The building is a non-smoking facility. A smoking receptacle will be available outside the main entrance.
- No open flames are permitted, other than sterno fuel burners.
- Attendance is limited by the capacity of the rooms established by the Fire Marshal.
- All renters and guests are to remain in the rented area.
- Children must always be under direct adult supervision.
- The renter is solely responsible for all audio/visual equipment.
- Fog machines, & bubble machines are not permitted for party rentals.
- Parks & Recreation Staff will set up tables and chairs prior to event.
- Any changes to the existing rental must be made via email or in writing 48 hours prior to rental.

Rental Hours:

- Monday – Thursday – 1:00 pm – 9:00 pm, Friday – 1:00 pm – 10:00 pm, Saturday - 12:00 pm – 10:00 pm, Sunday – 10:00 am – 6:00 pm

Holidays: The Bristol Township Parks & Recreation Building will be closed on the following holidays:

- New Years Day, Good Friday, Easter, Mother's Day, Memorial Day, Independence Day
- Father's Day, Labor Day, Election Day, Thanksgiving, Day after Thanksgiving, Christmas Day, Day after Christmas

Amenities:

- 63 Parking Spaces and 3 Handicap Spots
- Tables, Chairs, Bathrooms, TV's, Refrigerator & Ice Machine
- Meeting Rooms

Bristol Township Parks & Recreation Meeting Room Rentals

Room Rental Agreement

Date of Rental: _____

Hours of Rental: _____ am/pm to _____ am/pm Expected Attendance: _____

Name: _____

Group/Event (If Applicable): _____

Street Address: _____ City, State, Zip: _____

Home Telephone: _____ Cell: _____ Email: _____

All rooms are rented on an hourly basis. A \$100 Security Deposit must be included when submitting your application. All Security deposits must be in the form of CASH and placed in a separate envelope from the permit fee when submitting your application.

<u>Fee Schedule</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident Business</u>	<u>Non-Resident Business</u>
Front Room (80 People)	\$100.00	\$125.00	\$150.00	\$175.00
Dance Room (60 People)	\$85.00	\$100.00	\$130.00	\$160.00
Back Room (80 People)	\$100.00	\$125.00	\$150.00	\$175.00
Meeting Room (10 People)	\$30.00	\$60.00	\$60.00	\$80.00
Meeting Room (10 People)	\$30.00	\$60.00	\$60.00	\$80.00

Release, Waivers, and Other Important Information

The applicant agrees to: Inspect the facility prior to request for use and to assume all risks in connection with the use facility requested above and to hereby release, absolve, indemnify, and hold harmless Bristol Township and its employees from all claims, all costs, damages, legal fees and any other expenses reasonably incurred which arise out of the authorization of the facility. The applicant further understands this request and agrees to be legally bound hereby and to adhere to all ordinances and regulations.

Alcohol is prohibited.

Signature of Applicant

Date

Return completed agreement along with fee and deposit to
Bristol Township Parks & Recreation 2401 Bath Road Bristol Pa 19007

SECURITY DEPOSIT

- A \$100.00 security deposit is required for all permits to be processed.
- **Security deposits must be in the form of CASH and placed in a separate envelope from the permit fee when submitting your application.**
- Violations include damage to structures, furnishings, bathrooms, and other areas, as well as an abundance of trash or littering.
- You will be notified by phone and by email prior to any penalty being assessed.

PAYMENT & REFUND:

- Deposit must be paid in full to secure reservation.
- Reservations are taken on a first come first serve basis.
- Full cost of rental is due 2 weeks prior to reserved Rental date.

RENTAL TIME

- Renter will be permitted 30 minutes prior to their party for set-up. Additionally, the renter will receive thirty minutes following the rental for clean-up time. This time will be established and put on their paperwork when filling out the application. For any time used after the allotted thirty minutes for clean-up, renter will be charged for time at the hourly rate in half-hour increments.

CANCELLATION POLICY

- **Rental fee is refundable if cancelled more than 15 days prior to the rental date. If cancelled after 15 days, you will receive an account credit. Security Deposit is refundable if cancelled more 30 days prior to rental date.**

DECORATIONS

- Renter to provide table covers
- Confetti, glitter, silly string or any amusement of this sort is not allowed is not permitted.
- Decorations may not be hung from the ceiling.
- Masking tape, scotch tape, command strips, hooks or pins are not permitted to be used on the walls.

CLEAN UP

Renter is responsible for all clean up including collection of all trash, and removal of decorations. Renter is responsible to leave all facility rental rooms as they were found. A room inspection will be completed prior to the event and following the event to check for damages.

Front Room



Dance Room



Back Room



Children's Birthday Party



Meeting Room

