

Berks County Parks & Recreation Department 2012 Standard Reservation Application



A Standard Reservation application and fee is required for groups of 25 or more persons to reserve space for picnics, parties, reunions and gatherings.

Please Mail Completed Application and Payment to:

Berks County Parks & Recreation Department
2083 Tulpehocken Rd.
Wyomissing, PA 19610
610-372-8939
www.countyofberks.com/parks

Facilities Available for Rental

Physical addresses for GPS purposes only. Please DO NOT mail application to the addresses below!

Berks Leisure Area
1901 Tulpehocken Rd.
Wyomissing, PA 19610

Hunsicker's Grove
9350 Longswamp Rd.
Mertztown, PA 19539

Camp Joy
Please see separate application
on our website to reserve this park.

Kaercher Creek Park
3401 Old Route 22
Hamburg, PA 19526

Gring's Mill
2083 Tulpehocken Rd.
Wyomissing, PA 19610

Red Bridge
2141 Tulpehocken Rd.
Wyomissing, PA 19610

2012 Standard Reservation Application

Today's date _____

Contact name _____

Berks County resident? Yes No
(additional \$50 fee charged for out-of-county residents)

Address _____ City, State, ZIP _____

Home phone # _____ Work # _____ Cell# _____

Email address _____

Please Indicate (✓) the Park Area(s) You Wish to Reserve:

- | | | |
|--|--|---|
| <input type="checkbox"/> Gring's Mill Barn
(2 nd floor only) | <input type="checkbox"/> Gring's Mill Picnic Area | <input type="checkbox"/> Gring's Mill Small Pavilion
(next to tennis courts) |
| <input type="checkbox"/> Berks Leisure Area | <input type="checkbox"/> Hunsicker's Grove
Small Pavilion | <input type="checkbox"/> Hunsicker's Grove
Large Pavilion |
| <input type="checkbox"/> Kaercher Creek Lodge | <input type="checkbox"/> Kaercher Creek Pavilion | <input type="checkbox"/> Red Bridge |

Requested picnic date _____
(Please call 610-372-8939 to check date availability)

Arrival time _____ Departure time _____
(8 hour period maximum, including set-up and clean-up. Clean-up for reservations must be completed ½ hour before park closing time.)

of guests expected _____

Purpose of the gathering _____

Caterer/contact name/phone (if applicable) _____

Is electricity requested?* (not available at all sites) No Yes

*Only one crock pot per breaker. Only two small electric items such as radios per breaker. No power strips or extension cords. No microwaves, mini-fridges, toasters, hot dog rollers, snow cone makers, cotton candy machines, etc.

Decorations or signage? * No Yes Describe _____

**No staples, nails or tacks permitted.*

Music? * No Yes Describe _____

**DJs/DJ sound equipment not permitted. Small tabletop speakers only. Music must be played at a reasonable level so as not to disturb other park patrons.*

Payment should be received at least one month prior to the date of reservation. *Failure to observe this deadline could result in a late fee of \$25 and/or cancellation of your event. Reservations made less than two weeks in advance of the reservation date are subject to a \$25 rush fee.*

Successful Standard Reservation applicants will be issued an event permit. You must have the permit with you to present to the Park Ranger on the day of your event.

Please see the attached Park Regulations and Park Rental Fees.

**Return the completed Standard Reservation Application and signed Indemnification, along with a check or money order made payable to County of Berks, to:
Berks County Parks Department, 2083 Tulpehocken Rd. Wyomissing, PA 19610.**

Please Note: The individual making application will be responsible for the group's actions and will ensure that the rented area is returned to its pre-event condition prior to leaving.

Indemnification

I, _____, (print name)

agree to indemnify, defend and hold harmless the County of Berks, its employees, elected officials, department heads, heirs, executors and administrators against and from any and all demands or claims on liability of every nature whatsoever, including but not limited to damages of property and/or accidents or injuries to and death of persons, arising directly or indirectly from or in any way connected to or with the use and occupancy in or about the lands of the Berks County Parks Department and its facilities.

In addition, I agree to abide by all rules and regulations which govern park use. I understand I will be required to reimburse Berks County Parks for all damages beyond normal usage.

Signature

Date

Witness Signature

Date

2012 Berks County Park Regulations & Conditions for Standard Reservations

- Alcohol is not permitted. No exceptions.
- Smoking is not permitted in lodges or barn.
- All pets, with the exception of service animals, are prohibited.
- With the exception of the Camp Joy Lodge, parks are available for rental from April 15 through the 3rd week of October.
- Any group event or gathering of twenty-five (25) or more people must make application and payment for a Standard Reservation Permit.
- Gatherings of fewer than twenty-five people are not required to make a reservation; however, park areas are only available on a first-come, first-served basis. Groups of fewer than twenty-five who wish to guarantee a particular park area for use must make application and payment for a Standard Reservation Permit.
- Successful Standard Reservation applicants will be issued an event permit. You must have the permit with you to present to the Park Ranger on the day of your event.
- The Berks County Parks & Recreation Department has a no-refund policy. Refunds are not given for inclement weather. If you cancel your reservation for any reason, you will forfeit all fees already paid.
- The Department reserves the right to cancel reservations due to weather conditions or other emergencies. If this occurs, Parks staff will assist you with finding an alternate date. If an alternate date cannot be arranged, the Department will refund the fee paid less a \$25 administrative fee.
- There will be a \$30 fee for all checks returned for insufficient funds.
- Sports equipment is not provided by the Parks Department. You may bring your own equipment if you wish.
- Moonbounces, large inflatable devices, animals, rides, mechanical equipment, DJs, DJ equipment and/or other “entertainment” are not permitted.
- Picnic tables may not be moved in and out of pavilions or to and from any other location.
- Please schedule a sufficient amount of time to conduct your event including set-up and clean-up. No set-up time will be allowed prior to the start time on your Standard Reservation Permit.
- The person named on the Indemnification is responsible for all clean-up of the area(s) both during and after the event. The area(s) used must be left in the same condition as it was prior to the event. Failure to report damage or failure to restore the area to its pre-event condition may result in additional fees or loss of future permit privileges. The most common types of billable damage costs are: excess litter and debris; damage to pavilions, restrooms, buildings, trails, trees and shrubs; and turf damage from vehicle and pedestrian traffic.

- The Permittee is responsible for the removal of all garbage, trash and litter created by the event. The Parks Department strongly encourages the carry-in/carry-out approach. Small items of trash can be placed in park dumpsters and garbage cans. Please make certain that someone from your group is assigned to remove trash and decorations after your event.
- Driving across the grass to pavilions, parking at pavilions or parking in any assigned ranger/staff spaces is prohibited. Available parking is limited and cannot be held exclusively for your group. Parking on lawn areas is not permitted. It is recommended that you bring a wagon/cart/stroller etc. to transport picnic supplies from your vehicle to the rental site.
- Access for other park visitors must not be restricted or impeded. A Standard Reservation Permit is authorization for your event to take place in a specific park location and does not grant exclusive use of the entire park.
- If Parks Department Staff deems your gathering a Special Event rather than a Standard Reservation, additional charges may apply.
- The Parks Department does not offer “rain date” alternatives for your rental. If you wish to book a rain date, you must pay the full fee to reserve that date.
- Charcoal grills are available for use at outdoor rental areas. If desired, you may bring a small tabletop gas grill. Large wheeled grills, pits and rotisseries are not permitted.
- Permits will not be issued if they conflict with Park activities or events.
- The posting of directional signage is permitted but must be removed promptly after the event.
- The use of staples, nails or tacks to hang decorations or signage is not permitted.
- Profit-making activities are strictly prohibited.
- Fires, candles, torches and other sources of open flames are not permitted except in areas designated for that use.
- For the protection of guests and wildlife, swimming and wading are prohibited.
- Discharge of firearms, BB guns, pellet guns and bows is prohibited.
- Fireworks are prohibited.
- Vegetation, wildlife, rocks and artifacts may not be removed.
- Park Rangers will be available to assist you during your reservation if needed.

Park Hours:

8 a.m. to Sunset daily