

Berks County Parks & Recreation Department

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 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 Pavilion

1901 Tulpehocken Rd.
Wyomissing, PA 19610

Gring's Mill Pavilion

2083 Tulpehocken Rd.
Wyomissing, PA 19610

Gring's Mill Barn

2083 Tulpehocken Rd.
Wyomissing, PA 19610

Red Bridge Pavilion

2141 Tulpehocken Rd.
Wyomissing, PA 19610

Stonecliffe Pavilion

1150 Columbia Ave.
Reading, PA 19601

Berks County Parks Reservation Information

Berks Leisure Area	<i>Pavilion</i>	Rental Fee	\$100.00
1901 Tulpehocken Rd.		Max. Occupancy	50
Wyomissing, PA 19610			
Gring's Mill	<i>Barn</i>	Rental Fee	\$150.00
2083 Tulpehocken Rd.	<i>(2nd floor only)</i>	Max. Occupancy	100
Wyomissing, PA 19610			
	<i>Pavilion</i>	Rental Fee	\$100.00
		Max. Occupancy	50
Red Bridge	<i>Pavilion</i>	Rental Fee	\$100.00
2141 Tulpehocken Rd.		Max. Occupancy	70
Wyomissing, PA 19610			
Stonecliffe	<i>Pavilion</i>	Rental Fee	\$100.00
1150 Columbia Ave.		Max. Occupancy	50
Reading, PA 19601			

Closing Times*

Jan. 5pm
 Feb. 5:30pm
 March 7pm
 April 8:00pm
 May 8:30pm
 June & July 9pm
 Aug. 8:30pm
 Sept. 8pm
 Oct. 7pm
 Nov. 5pm
 Dec. 4:30pm

*Reservations must end one half-hour before park closing time.

Additional Fee Info:

\$50.00 additional fee for non-county residents

Availability:

Reservations are available Apr. 15 through the last weekend in Oct.

****Note: All parks can be rented for up to 8 hours, including set-up and clean-up.****

Standard Reservation Application

Today's date _____

Contact name _____

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

Address _____ Apartment/Floor # _____

City, State, ZIP _____

Home phone # _____ Work # _____ Cell# _____

Email address _____

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

- Berks Leisure Area Pavilion Gring's Mill Barn (2nd floor only) Gring's Mill Pavilion
- Red Bridge Pavilion Stonecliffe Pavilion

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

Arrival/Set-up 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 _____

Is electricity requested? * No Yes

**Only one crock pot per breaker. Only two small electric items such as radios per breaker. No power strips, extension cords, or generators. No microwaves, mini-fridges, toasters, hot dog rollers, snow cone makers, cotton candy machines, etc. On-site pig roasting is not permitted. No wheeled grills—small tabletop gas grills only. You must bring your own charcoal for grills located at pavilions.*

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.*

(continued on next page)

Decorations or signage? * No Yes Describe _____

**No staples, nails or tacks permitted.*

Caterer? * No Yes Name/Phone # _____

NO food trucks/BBQ trucks. Sternos (open-flame food warmers used under trays) are permitted **ONLY if suspended within the chafe pan frame itself. Caterers cannot remain parked at the barn during rentals.*

Payment Information

Payment must be received in the Park Office within two weeks of making your reservation.

Dates will not be held beyond the two week payment deadline.

****Failure to observe this deadline will result in the cancellation of your event.****

We accept cash/checks/money orders. We do not accept credit cards.

Personal checks cannot be accepted less than one month prior to the event date.

**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—*must be contact person listed on previous page of application*)

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 have read and agree to abide by all Rules and Regulations and Barn Rental Guidelines (if applicable), found on the following three pages of this application, which govern park use. I understand that I will be required to reimburse the Berks County Parks Department for all damages beyond normal usage.

Signature

Date

Berks County Park Regulations & Conditions for Standard Reservations

- Alcohol is not permitted. No exceptions.
- All pets, with the exception of service animals, are prohibited.
- Parks are available for rental from mid-April through the last weekend 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 a permit. You must have the permit with you to present to the Park Ranger or Attendant on the day of your event.
- The Berks County Parks Department has a no-refund policy. Refunds are not given for inclement weather (except if cancelled by the Department—see below). 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 extreme weather conditions or other emergencies. If this occurs, Park 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.
- Permits will not be issued if they conflict with Park activities or events.
- 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/petting zoos, rides, mechanical equipment, DJs, DJ equipment and/or other “entertainment” are not permitted.
- Picnic tables, regardless of location, may not be moved or rearranged.
- 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 found prior to the event. Failure to report damage or failure to restore the area(s) 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 or picnic areas to drop off items/supplies, or for any other reason, is not permitted. It is recommended that you bring a wagon/small cart/wheeled cooler etc. to transport picnic supplies from your vehicle to the rental site. Park Rangers are not able to assist in transporting supplies during reservations.
- Driving down the paved driveway to the Gring's Mill or Stonecliffe Pavilion is not permitted.
- 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.
- For Gring's Mill Barn reservations, one vehicle will be permitted to drive down to the Barn to drop off (and pick up) supplies at the beginning and end of a rental period, but the vehicle must then be parked in the upper lots. Parking at the Barn is prohibited. This applies to caterers as well.
- 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.
- The Permittee is responsible for the behavior of all guests attending the event. Profanity, violence or any other inappropriate behavior towards Park Rangers, staff or park patrons will not be tolerated. Guests must comply with any request made by Park Rangers or staff.
- 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 and/or wheeled grills, pits and rotisseries are not permitted. On-site pig roasting is not permitted. You must provide your own charcoal.
- The following are prohibited: Generators, power strips, extension cords, microwaves, mini-fridges, toasters, hot dog rollers, snow cone makers, cotton candy machines, and similar devices. You may plug in only one crock pot or two small electric items (i.e. a small radio) per breaker.
- Barbeque trucks and/or any other type of food trucks are not permitted. Sternos (open-flame food warmers used under trays) are permitted **ONLY** if suspended within the chafe pan frame itself.
- The use of staples, nails or tacks to hang decorations or signage is not permitted. The posting of directional signage is permitted but must be removed promptly after the event.
- Profit-making activities are strictly prohibited.
- Fires, fireworks/sparklers, candles, torches and other sources of open flame are not permitted (except for grills and sternos as noted above). Smoking is not permitted in any indoor facilities.
- For the protection of guests and wildlife, swimming and wading are prohibited.
- Discharge of firearms, BB guns, pellet guns and bows (other than bowfishing) is prohibited.
- Vegetation, wildlife, rocks and artifacts may not be disturbed or removed. Leave only footprints, take only photos.

Gring's Mill Barn Rental Guidelines

- There is **NO** heat or air conditioning in the barn. You may open doors and windows, use the ceiling fans, or bring box fans.
- Use of the fireplace is not permitted.
- There are no kitchen facilities available. You may bring crock pots, cold food, coolers, etc. Sternos (open-flame food warmers used under trays) are permitted **ONLY** if they are suspended within the chafe pan frame itself.
- Ten 8-foot long rectangular folding tables (29"x96") and 70 chairs are provided with rentals. You must set up and tear these down yourself. If additional tables and/or chairs are needed, you must rent them from an outside rental company. The maximum capacity of the barn is 100 people.
- Approximately 30x42 square feet of usable space.
- Trash cans/bags are provided. Any trash in excess of provided containers should be taken to the dumpster in the main parking lot.
- Restrooms are located on the lower level of the barn and are the public restrooms for the park. You must go outside and down a ramp to access them from the rental area (2nd floor). They are wheelchair accessible.
- Parking at the barn is prohibited. You will be issued a temporary permit to drive one vehicle down to drop off and pick up supplies before and after your event, but the vehicle must be parked in the upper lots during the actual event.
- The cost to rent the barn is \$150 for Berks County residents (\$200 for non-Berks residents). This is for eight hours of time, **including** setup and cleanup. Please call 610-372-8939 to check on date availability.
- You **MUST** be cleaned up and leaving the barn at least ½ hour before the park closes (closing times vary seasonally). See page 2 of Standard Reservation Application for monthly park closing times.

The following are NOT allowed:

- Space heaters/portable air conditioners/fireplace use
- Power strips/extension cords
- Any source of open flame (besides sternos, as described above)
- Alcohol
- Pets, except for service animals
- DJs/DJ equipment (you may play music through small speakers, iPod, etc.)
- Food trucks/barbeque trucks
- Caterers ARE allowed, but cannot remain parked at the barn during the event
- Generators
- Staples/nails/tacks to hang decorations
- Microwaves, mini-fridges, toasters, hot dog rollers, snow cone makers, cotton candy machines, etc.