



Borough of Topton Pavilion Rental Form

All reservations for the pavilion must be made in advance and be pre-paid. The payment is not refundable, and can be made at the Borough office during normal business hours. The Borough of Topton requires all groups of 10 or more to register its use and should be made at least 10 days in advance. Reservations are first come first serve. Please direct all questions to the Borough office (610) 682-2541.

Rules:

- All debris must be cleaned and put in plastic garbage bags. All bags must be securely closed, and put in the dumpster located at the Borough office parking lot. If decorations are used, be sure to remove all tape, staples, thumb tacks, etc.
- Please return tables to their original positions.
- Music shall cease by 10:00 PM and the pavilion must be vacated by 11:00 PM (Entertainment must be family appropriate)
- All clean-up must be done on the same day in order for the pavilion to be ready for use the following day.
- No alcoholic beverages.
- No parking on the grass.

Please notify the borough office if the pavilion is not presentable before your function so that you will not be held responsible for the damages

Copy of a valid driver's license and completion of the form below is required to rent the pavilion. A deposit will be required to ensure proper clean up and return of games/activities pack. You are responsible for stopping in the Borough office after your event to be refunded your deposit.

Name: _____

Reservation Date: _____

Contact Number: _____

Occasion: _____

Address: _____

Refundable clean up deposit (\$25.00)

Amount Due: _____

Refundable games/activities pack deposit (\$15.00)

Cash/Check #: _____

Rental for up to 75 people (\$40.00)

Date Paid: _____

Rental for over 75 people (\$60.00)

I agree to the above terms:

Signature: _____

Date: _____