

# MONDAUK COMMON RENTAL REQUEST

*Please TYPE in all fields*

Today's Date:

Name of/Reason for this Event:

### PERSONAL RENTALS

Permit Holder's Name:

Date of Birth:

Address:

City, State & Zip:

Best Number(s) to reach you:

Email(s):

### BUSINESS/ORGANIZATION RENTALS (INCLUDING NON-PROFIT/NOT FOR PROFIT) COI Required

Permit Holder's Name:

Date of Birth:

Name of Company/Organization:

Company/Organizations Address:

City, State & Zip:

Phone:

Name of person financially responsible for the event:

Email of person financially responsible for the event:

**PLEASE READ:** Below, please provide 3 options that will work for your event in order of preference, dates cannot be held.

Rental options are as follows: 10a-2p or 3p-7p, in some cases we can be flexible, *\*please ask in advance.*

Rental time includes set-up & clean-up and must fall within the 4-hour base rental period.

*\*If you require a longer rental, the maximum additional time allowed is 2 hours or you must rent the entire day.*

Day	Date	Pavilion		*Four-hour base rental; Either 10a-2p or 3p-7p				
		(CP) Central	(PW) Woods	Arrive/Set-up	Event Begins	Event Ends	Departure	Total Time

Please include guests ages 3 years and over in your count.

*\*Over 100? Please request an [Large Event Application](#)*

Guests	1 to 25	26 to 50	51 to 75	76 to 100	*101-125	*126-150	*151-175	*176-200
Mark with X								

#### Options for your event - please mark YES or NO

	YES	NO
Will your group need access to electric? <i>N/A at the PW, fee may apply, see USAGE &amp; RENTAL POLICIES</i>		
Will your group need access to excessive amounts of water? <i>N/A at the PW, fee applies, provide details*</i>		
Will you be using the park charcoal grills? <i>BYO charcoal/foil. Hot coals MUST be disposed of properly.</i>		
Will you bring your own grill? <i>Set up in grill areas only, never under the pavilion.</i>		
Will you need an alcohol permit? <i>Fee applies NO kegs, glass or hard liquor, cans and boxes only.</i>		
Are you hiring food vendors/entertainment? <i>MUST provide a COI. Provide details below*</i>		

#### Use of fields & courts - please mark YES or NO

	YES	NO
Does your event include needing a ball field? (Central Pavilion = Field 2, Pavilion in the Woods = Field 4)		
Does your event include needing one basketball court?		
Does your event include needing one volleyball court?		
Will you need bases? BYO bats, gloves, balls...		

#### Day-of event contact information

NAME	PHONE	EMAIL

**\*NOTES - PLEASE PROVIDE VENDOR/ENTERTAINMENT INFO, QUESTIONS OR ANY SPECIAL REQUESTS BELOW:**

- Return this form to [lbrink@upperdublin.net](mailto:lbrink@upperdublin.net)
- Visit [www.upperdublinrec.net](http://www.upperdublinrec.net), make sure you are able to log on to your account with your email and password or please create one at this time. This will enable you to "sign" your contract and pay your invoice. Questions? Call 215-643-1600 x3238
- Please refer to MONDAUK COMMON GROUP USAGE & RENTAL POLICIES for more information and CANCELLATION POLICY