

MONDAUK COMMON RENTAL REQUEST

Please make sure you have read and understood the related fees and rules listed in the INFORMATION sheet. Please TYPE in all fields below

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. (Ages 2 and under are free)

***Over 100 guests? Please also submit a [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 an 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 & 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 only mark YES or NO for the amenities you plan to use	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?		
Do you need to borrow bases? (Only if truly necessary) BYO bats, gloves, balls...		

Day-of event contact information

NAME	PHONE	EMAIL

***NOTES (Questions, special requests, instructions, vendor information...)**

- Return this form to lbrink@upperdublin.net
- Visit www.upperdublinrec.net, make sure you are able to log on to your account with your email and password or create one at this time. This will enable you to "sign" your contract and pay your invoice within 10 days. Questions? Call 215-643-1600 x3238
- Please refer to [MONDAUK COMMON GROUP USAGE & RENTAL POLICIES](#) for more information and [CANCELLATION POLICY](#)