



## BOROUGH OF PARK RIDGE

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### GUIDELINES FOR USING MEMORIAL PARK PAVILION

The following guidelines must be adhered to in order to hold a function at the Memorial Park Pavilion. Failure to follow these guidelines will result in a revocation of user privilege.

- Pavilion use is restricted to Park Ridge residents only.
- A facility request form must be completed and submitted to the Borough Administrator's Office at least ten days in advance. An executed Hold Harmless Agreement, along with a certificate of insurance, must be provided five days prior to the event. Individuals may obtain a certificate of insurance through their homeowner's/tenants policy and, when applicable, umbrella liability policy. Reservations are conditional until the Hold Harmless and Certificate of Insurance are received.
- Reservations are required for a child's birthday party. The party is limited to 3 hours, morning or afternoon.
- Birthday parties are restricted to a maximum of 35 people.
- Permission for other events will be granted on a case-by-case basis, for either the morning or afternoon use of the Pavilion; use of the Pavilion for an entire day is prohibited.
- Pavilion use is exclusive during the reserved party time. **However, the remaining tables, the playground, the field, the parking lots – all other facilities are open for resident use at all times.**
- No rain dates.
- No live entertainment except a single-person act, such as a clown or magician. Ponies, inflatable rides, mechanical rides, are strictly prohibited. Live bands are prohibited.
- Keys are available for the restrooms and may be picked up at Borough Hall the day before the event. Keys must be returned the next day (there is a drop box in the front of Borough Hall for weekend returns).
- Alcohol and drug consumption are prohibited.
- All groups must clean up after the event to restore the area to its condition prior to the event. All garbage must be bagged and deposited in the dumpster across from the firehouse.
- For questions, or to make reservations, please contact Karen Prezant at 201-573-1800.