*City of Washington*
*Washington Park*
*283 Dunn Avenue, Washington, PA 15301*
*Phone: 724-228-2812 Fax: 724-228-2813*

## 2014 PICNIC RESERVATION POLICY

1. **PARK PICNIC HOURS**.....**9:00 A.M. until 10:00 P.M. (May 1 through September 30.)**

2. **PAYMENT OPTIONS:** by cash, check, credit card, or money order. To pay with a VISA, MASTERCARD, or DISCOVER CARD, please call, or visit the park office. There is a $25.00 fee for any check that is returned by the bank as "unpaid."

3. **SECURITY DEPOSIT** of $100.00 is required to reserve a pavilion. To reserve the same pavilion and corresponding date, for 2015, please call the Park Office on the first business day after your 2014 Picnic. Your deposit will be carried over to hold your reservation for next year.

4. **REFUNDS – The City of Washington will send a "refund check" for the Security Deposit if there is no problem with the rental.** You should receive your refund within a few weeks of being processed. If your address changes, please notify the Park Office at 724-228-2812 in order to have the refund mailed to the correct address. **No refunds because of bad weather.**

5. **CANCELLATIONS** – If you decide to cancel your reservation, **you must call the Park Office, at least one (1) month before your picnic was to be held, in order to receive a refund of your Security Deposit.** If we are able to rent your scheduled date to another person, you will receive a full refund of the fees that had been paid, (if you notify us less than a month before.)

6. **BEER PERMITS – To purchase a Beer Permit, you must complete an application form at least 30 days before your picnic.** The person who purchases the permit must be at least 21 years old, and take full responsibility that participants adhere to State and local laws with regard to the consumption of alcohol. **The Beer Permit fee is $50.00, and I.D. is required.**

7. **PROBLEMS DURING YOUR RENTAL** – We want your event to be an enjoyable one. If a situation occurs that interferes with your visit to the park, please call the pager, **immediately**, and we will try to address the problem. The **"Park Pager Number"** is **724-380-0211**. Dial the pager number. After the beep, enter the number where you can be reached to explain the problem to our Maintenance Staff.

8. **OPENING AND CLOSING BUILDINGS** – The doors will be unlocked at 9:00 a.m. by the Park Maintenance Staff. Deposits may not be refunded if you stay at the pavilion past 10:00 p.m.

9. **LITTER** ...Please use the litter barrels that are provided. **PLEASE DO NOT REMOVE THE TRASH BAGS FROM THE BARRELS.** Cleaning the pavilion for the next rental may be a problem for us if the bags leak, or animals break into the bags and spread the trash around.

10. **DAMAGE**...If any damage should occur during your use of a pavilion, your group **will be held responsible.** ***PLEASE ASK YOUR GUESTS TO OBSERVE THE PARK RULES.**

11. **RE-SCHEDULING OF A PICNIC**.....If the City grants permission to re-schedule a 2014 Picnic, it can be re-scheduled **ONLY IN 2014.**

12. **FUND RAISERS**...Are permitted for those who rent a pavilion.

13. **POLITICAL GROUP**....No political group will be given a building to use "FREE OF CHARGE."

14. **FEES FOR PAVILIONS**...Everyone must pay the full price for weekend rentals, that is, Friday, Saturday or Sunday, as well as Holidays. Fees are reduced by one half during the week, that is, Monday, Tuesday, Wednesday, or Thursday; (plus, the $100.00 Security Deposit.)

15. **NON-PROFIT GROUPS**....Pay the same fees as for regular rentals. That is, half off rates Monday through Thursday; and full price on Friday, Saturday, Sunday and Holidays.

16. **2015 PICNIC RESERVATIONS**...May be scheduled after the 2014 Picnic is held. On the first business day after your picnic, you are to call the park office to schedule a picnic at the same pavilion and on the corresponding date for 2014.

17. **SIGNS**....only picnic "Yard Signs" that are set in the ground are permitted. Signs are not permitted on trees or poles. Renters are responsible for removal of signs they have placed in the park.

18. **DECORATING OF PAVILIONS**...Please use tape to fasten table coverings and decorations. STAPLES ARE NOT PERMITTED. Renters are responsible for removal of decorations.

19. **DISC JOCKEY**...If the music is kept at a reasonable level and is not a problem for other visitors to the park, a DJ is permitted to be at pavilion rentals.

20. **PICNIC SWIMMING TICKETS**.... Pavilion renters can request a reduced admission for the swimming pool. Tickets must be obtained, **in advance,** from the Park Office. The regular pool season is Memorial Day Weekend through Labor Day, except when school is in session.

21. **REFRESHMENTS**...Are available at the Pool Concession Stand, or if you bring food items, you may use the picnic tables located outside the pool gates. Thank you for your cooperation. Coolers and food from outside are not permitted inside the pool area.

22. **PLEASE FOLLOW THESE PARK RULES:**
    1. Clean up messy spills and food in the pavilion. Unusual cleanup is not acceptable.
    2. Keep trash bags inside the trash barrels at all times.
    3. Do not put full trash bags on floors in the kitchen or restrooms. Slippery floors can result.
    4. Pay $20 fee for extra electricity for inflatables like moon walk bouncer, slides, etc.
    5. Do not place too many items on one outlet in a circuit, (to avoid power outages.)
    6. Do not stay at the pavilion past the 10:00 p.m. closing time.
    7. Use staked yard signs and remove them before you leave. (No signs on trees or poles.)
    8. **Use tape**, not staples or nails to decorate, and remove decorations before you leave.
    9. Water balloons and water slides are not permitted.
    10. Check restrooms and make sure toilets are flushed.
    11. **DO NOT MOVE PICNIC TABLES.**
    12. Keep music at a reasonable level that does not disturb other visitors to the park.

Failure to follow these rules could result in loss of your Security Deposit.

----------We hope that you enjoy your visit to the Washington City Park!----------

/nb/2014 Thank you.