



# SPRINGFIELD TOWNSHIP CISCO GAZEBO RENTAL FORM

## Schematics

Only residents, businesses and civic organizations of Springfield Township are eligible to rent the gazebo.  
**NO FIELD USE IS PERMITTED. GAZEBO USE ONLY.**

**Please place "X" in the box for desired rental (fee and security deposit checks shall be separate):**

- FAMILY/PERSONAL - \$40 fee for 4 hour rental ~ \$100 security deposit
- BUSINESS/ORGANIZATION - \$80 fee for 4 hour rental ~ \$100 security deposit

**Please read the following before filling out application information:**

**Maximum number of people permitted per group is 65 for the gazebo. Rentals are made in four hour increments. Rental fee is non refundable and non transferrable. Person reserving use of the gazebo must be onsite throughout the duration of the event.** The "Hold Harmless Agreement" on the reverse side of this form must also be signed. Full payment and security deposit must be submitted to the Township along with the application. It is the responsibility of the individual, group or organization to compensate the Township for any damage which might occur to the rental site or the landscaping immediately surrounding the facility. Vehicles are prohibited to drive or park on any grass surrounding the facility. Vehicles are to drive and/or park only in the parking lot adjacent to the facility. Any expenses incurred by the Township to restore the facility to its prior condition will be the responsibility of the below-named user including the loss of your security deposit.

The individual, group, or organization should be aware of the following:

- James A. Cisco Park is open from Dawn to Dusk. No one should be in the park after dark.
- An inspection of the Gazebo will be conducted by a member of the Township Staff to ensure that the facility has been left clean and undamaged prior to the return of the security deposit.
- Electrical outlets are available on the Gazebo. No running water is available for rentals.
- Chairs, audio equipment, or any other equipment necessary for the scheduled activity are the responsibility of the user. Audio must be kept at a reasonable level.
- You are not permitted to move tables from the playground.
- No grills are permitted.
- No alcoholic beverages are permitted on Township property.
- If you attach balloons, signs, etc to the fence, or gazebo it is your responsibility to remove them.
- Fishing is catch and release only. No tournaments are to occur at Cisco Parks.
- **Failure to abide by any of the rules above may result in loss of your security deposit.**

Completed Forms must be mailed to:

Springfield Township  
1510 Paper Mill Road  
Wyndmoor, PA 19038  
Attn: Emily Croke

Or Email – [ecroke@springfieldmontco.org](mailto:ecroke@springfieldmontco.org)

***No forms will be accepted via fax. Terms and Conditions section must be submitted with your request.  
Incomplete forms will make your request null and void.***

**Read and Complete the Back of this Form**

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## HOLD HARMLESS AGREEMENT

The Township makes no representation or warranty as to the fitness of the Gazebo for its intended use by the below-listed individual, group or organization, nor does the Township make any representation or warranty as to the structural fitness of the Gazebo for such use. The below-listed individual, group or organization expressly agrees to use the Gazebo in its "as is" condition and further agrees to indemnify and save the Township harmless against any and all loss, damage, costs and expenses which the Township may hereafter suffer, incur, be put to or pay by reason of any liability or claims arising out of the use by the below-listed individual, group or organization of the Gazebo, and the below-listed individual, group or organization agrees to pay and discharge forthwith every debt, obligation or claim which shall be asserted against the Township by reason of such use.

**For organizations:** The organization agrees to add the Township as an additional insured to any general liability insurance policy maintained by the group/organization. Such coverage is to be primary and non- contributory. A waiver of subrogation in favor of the Township on the comprehensive liability and workers compensation coverages is to be included. A certificate of insurance is to be provided to the Township giving evidence of such coverage prior to the use of the Township facilities. A copy of the workers compensation endorsement providing waiver of subrogation on the Township's behalf is to be sent to the Township upon availability and prior to the use of the Township facilities.

By completing and signing this form, you agree to the above statement. The below-listed individual, group, or organization hereby requests the use of the Springfield Township Gazebo;

**Name/Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone:**      **Work:** \_\_\_\_\_      **Home:** \_\_\_\_\_      **Cell:** \_\_\_\_\_

**Requested Date:** \_\_\_\_\_      **Start Time:** \_\_\_\_\_      **End Time:** \_\_\_\_\_

*Include set up and breakdown in times above. Use of the Gazebo outside reserved time will result in loss of your security deposit.*

**Number of People Expected:** \_\_\_\_\_

**Reason for Use:** \_\_\_\_\_

Entertainment Activities (such as but not limited to moon bounce, horses, climbing wall etc.) will require a certificate of insurance naming the Township as an additional insured to any general liability insurance policy maintained by the group/organization. Such coverage is deemed to be primary and non- contributory. Waiver of subrogation is included. **Please list activities below:**

**Signature below will acknowledge acceptance of the aforementioned conditions.**

\_\_\_\_\_  
Signature of group representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of group representative

### Office Use Only

Date Received: \_\_\_\_\_ Rental Approved or Denied: \_\_\_\_\_

Email or Letter Sent: \_\_\_\_\_ Posted in Calendar: \_\_\_\_\_ Payment Due: \_\_\_\_\_

Payment Check #: \_\_\_\_\_ Security Deposit Check #: \_\_\_\_\_ Security Deposit Returned: \_\_\_\_\_