



2023 PAVILION RENTAL APPLICATION
HISTORIC POOLE FORGE

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONES: home _____ cell _____

Email: _____

Signature* _____

*** *Your signature is acknowledgment you have read, understood, and agree to abide by all regulations for park use found on the web site or mailed to you with this form.***

Reservation Request Date _____ / _____ / _____

SELECT ONE OPTION:

- MORNING: 7:00 AM 3:00PM -----\$ 75.00
- AFTERNOON: 3:00PM to DUSK ----- \$ 75.00
- All Day Rental: 7:00AM to DUSK ----- \$100.00

Checks payable to: **Historic Poole Forge Inc. or HPF Inc.**

Mail check and application to:

Website: www.HistoricPooleForge.org

Historic Poole Forge Inc.
P.O. Box 127
Narvon, PA 17555-0127

Cell Phone: (484) 797-5302

Email: HPF1940@gmail.com

Check must be sent with rental form to guarantee reservation and fees are non-refundable. See following page 2 for pavilion rental rules.



PAVILION INFORMATION AND RULES:

*RESERVATIONS FOR PAVILION WILL BE POSTED AT THE PAVILION BULLETIN BOARD TO CONFIRM YOUR RESERVATION BY NAME. RESERVATIONS WILL ALSO BE BLOCKED OFF ON THE RENTAL CALENDAR ON THE HPF WEBSITE (BUT NO SPECIFIC NAME IS MENTIONED ON THE WEB).

*RAIN DATES WILL NOT BE ISSUED AND REFUNDS WILL NOT BE ISSUED DUE TO INCLEMENT WEATHER.

*PAVILION SIZE IS 30' X 60' AND IS LIMITED TO 75 PEOPLE. APPROXIMATELY 12-14 TABLES CAN FIT UNDER THE PAVILION.

*ELECTRICAL OUTLETS (4 IN TOTAL) ARE LOCATED AT THE PAVILION ON THE POSTS. OUTLETS ARE ALL 110 V AND A 220 V OUTLET IS AVAILABLE, BUT THE 220 V OUTLET NEEDS 3 DAY PRIOR NOTICE IN ORDER TO TURN IT ON FOR YOUR EVENT.

*HISTORIC POOLE FORGE IS A "TRASH IN-TRASH OUT" PARK. ALL TRASH MUST BE REMOVED FROM THE PARK. PLEASE MAKE SURE TO BRING ENOUGH TRASH RECEPTACLES AND/OR TRASH BAGS TO TAKE ALL TRASH WITH YOU WHEN YOU LEAVE THE PARK.

*ABSOLUTELY NO ALCOHOL OF ANY KIND IS ALLOWED IN THE PAVILION OR PARK (SEE POSTED PARK RULES).

*ALL PARTICIPANTS MUST ADHERE TO THE POSTED PARK RULES. WEDDING CEREMONIES ARE NOT PERMITTED AT THE PAVILION OR PARK UNLESS A SPECIAL EVENT PERMIT IS ISSUED WITH A SPECIAL EVENT RENTAL.

*LIMITED RUNNING WATER IS AVAILABLE FROM A SPIGOT NEAR THE PAVILION, UNDER THE LARGE BULLETIN BOARD.

*TWO CHARCOAL GRILLS ARE AVAILABLE AT THE PAVILION FOR YOUR USE. PLEASE DO NOT ATTEMPT TO REMOVE HOT COALS. OUR VOLUNTEERS WILL REMOVE COALS WHEN COOLED.

*VEHICLES ARE PERMITTED IN PARKING LOTS ONLY. PARKING AT THE PAVILION PARKING LOT IS NOT GUARANTEED AS PARK GOERS USE THE PLAYGROUND. ADDITIONAL PARKING IS AVAILABLE THROUGHOUT THE PARK.

*PLEASE WIPE DOWN TABLES AND RETURN TABLES TO THEIR ORIGINAL POSITIONS WHEN YOU LEAVE.

*SCREWS, NAILS AND OTHER DEVICES ARE PROHIBITED FOR HANGING DECORATIONS. LOOP SCREWS ARE PROVIDED ON EACH POST SO THAT DECORATIONS CAN BE HUNG. ONLY STRING AND TAPE MAY BE USED FOR DECORATIONS AND MUST BE REMOVED AND CARRIED OUT WHEN YOU LEAVE.

*CAERNARVON TOWNSHIP CIVIC ORGANIZATIONS ARE ALLOWED ONE FREE USE OF THE PAVILION PER CALENDAR YEAR.

*HISTORIC POOLE FORGE MEMBERS RECEIVE A 10% DISCOUNT ON WEEKEND PAVILION RENTALS, 50% DISCOUNT ON WEEKDAYS RENTALS.

*HISTORIC POOLE FORGE SHALL HAVE THE AUTHORITY TO REVOKE A RESERVATION UPON FINDING A VIOLATION OF ANY RULE OR ORDINANCE OR UPON GOOD CAUSE SHOWN.

*ALL FEES ARE NON-REFUNDABLE

THANK YOU AND ENJOY YOUR TIME AT BEAUTIFUL HISTORIC POOLE FORGE!