

County Commissioners
Tom G. Balya
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Claude R. Petroy, Sr./Director
Westmoreland County Public Works
194 Donohoe Road
Greensburg, PA 15601
(724) 830-3950
www.co.westmoreland.pa.us/parks



WESTMORELAND COUNTY PAVILION/FACILITY RENTAL APPLICATION

1. All reservations must be applied for by **MAIL** on this form, completed and signed by permittee. All incomplete applications will be returned unprocessed.
2. Pavilions can be rented one year in advance on a rolling schedule. Example you can rent a pavilion for next June starting this June. **ALL APPLICATIONS WILL BE PROCESSED ON A FIRST COME, FIRST SERVED BASIS**, according to the postmark on the application envelope.
3. Applications must be postmarked at least one (1) full week in advance of the requested date. When one week cannot be provided, please contact this office for details.
4. Permittee must be at least 18 years of age.
5. Circle the desired park. Indicate the choices of dates and pavilions where needed. To expedite processing, please provide as many choices as possible.
6. **INCLUDE A SELF-ADDRESSED, STAMPED ENVELOPE FOR RETURN OF YOUR PERMIT.**
7. **Return the completed application and make check(s) payable to:**
Westmoreland County Department of Public Works / Pavilion Rental
194 Donohoe Road
Greensburg, PA 15601
8. The Bureau of Parks and Recreation reserves the right to assign all pavilions.
9. **REFUNDS AND CANCELLATIONS** will be available with a minimum two (2) weeks prior notice. A **\$10 processing fee** will be assessed on all cancellations. **THERE IS NO REUNDING FOR INCLEMENT WEATHER.**
10. At least two (2) weeks notice must be given in order to reschedule a date and include a **\$10 processing fee** after the first change.
11. All inquires must be directed to: (724) 830-3950, Monday thru Friday from 9:00 a.m. to 3:30 p.m.
12. Subleasing of facilities is strictly prohibited.
13. Glass containers are prohibited. The permittee is bound by all Department rules and ordinances as through the same were inserted herein. The consumption of alcohol within the Westmoreland County Parks is governed by the regulations established by the Pennsylvania Liquor Control Board.
14. The permittee hereby agrees to hold the County harmless for any and all claims for damages or injuries to persons or property resulting from the violations of any aforementioned rules, regulations or ordinances and will be responsible for the group's behavior and/or actions.
15. **SPECIAL USE PERMITS MUST BE OBTAINED** if you are planning a band, disc jockey, pig roast, beer wagon, etc. Walk-a-Thons, Bike-a-Thons, Dog Shows or other major events must have an Event Application and are subject to approval. Please contact the office to secure the applications.
16. Any group that requires special services or exceeds the pavilion capacity (see Pavilion Summary) by 50% must obtain a special use permit and may be required to pay additional fees and/or provide additional facilities.
17. Patrons cannot make holes in any County property to erect poles of any kind for volleyball, badminton or horseshoes if structures are not provided by this Department in a pavilion area.
18. Confetti is not permitted in the park.
19. The activity centers at Northmoreland and Twin Lakes Parks are heated and open year round. Northmoreland activity center is also air conditioned.
20. No signage outside of your rented pavilion is permitted. Any decorations can be secured with tape or "stickum". Any fasteners that make holes in the wood are not permitted. **NO STAPLES.** All decorations must be taken down and disposed of properly.
21. **GARBAGE BAGS WILL BE PROVIDED. THE PERMITTEE MUST CLEAN UP ALL GARBAGE AND PLACE IN DUMPSTERS BEFORE LEAVING THE PARK.**

PAVILION RENTAL FEE SCHEDULE

The following fees apply from **May 1 through October 31**. The charges apply according to the size of the pavilion, **not** how many occupy the facility.

Seating Capacity	Weekend/Holiday Rate <i>Friday through Sunday and Holidays</i>		Weekday Rate <i>Monday through Thursday</i>	
	County Residents	Non-County Residents	County Residents	Non-County Residents
	25	\$45	\$90	\$25
100	\$90	\$180	\$45	\$90
200	\$120	\$240	\$60	\$120
** 200 w/kitchen	\$210	\$420	\$105	\$210
*** 500 w/kitchen	\$375	\$750	\$185	\$375

** Northmoreland Park - #8 Pavilion

**Cedar Creek Park - #16 Pavilion

** Mammoth Park - #13 and #14

** Twin Lakes Park - #5 Pavilion

***Cedar Creek Park - #1 Pavilion

All pavilion rentals between **October 31 and April 30** are \$25 (\$50 for non-county), excluding Activity Centers. Kitchens will not be available October 31 through May 1. Water is only accessible April 15 through October 15.

A \$25 FEE WILL BE ASSESSED FOR ALL RETURNED CHECKS.

ACTIVITY CENTERS

The activity centers accommodate a maximum of 100 people because of Fire Marshal Laws. Activity Center

Hours: May 1 through October 31 – 9:00 A.M. to 10:00 P.M. and November 1 through April 30 – 9:00 A.M. to 9:00 P.M.

NORTHMORELAND (#20) - 100 inside seating

Rates	County Residents	Non-County Residents
Weekends (Friday, Saturday, Sundays and Holidays)	\$210 per day	\$420 per day
Weekdays (Monday – Thursday, excluding Holidays)	\$105 per day	\$210 per day

TWIN LAKES (#20) – includes pavilion #7 – seating for 100 inside and 100 in pavilion #7 outside

Rates	County Residents	Non-County Residents
Weekends (Friday, Saturday, Sundays and Holidays)	\$250 per day	\$500 per day
Weekdays (Monday – Thursday, excluding Holidays)	\$125 per day	\$250 per day

CAMPING

Rates	County Residents	Non-County Residents
Weekdays and Weekends	\$20 per day	\$40 per day

**WESTMORELAND COUNTY PAVILION
RESERVATION APPLICATION**

(Return this portion only)

Group Name: _____ Attendance: _____

Permittee Name: _____

Address: _____

Phone: Home: (_____) _____ Office: (_____) _____

Signature _____ Date _____

Preferred PARK (circle one):

Northmoreland Twin Lakes Mammoth Cedar Creek

Preferred DATES:

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Preferred Pavilion(s):

1st Choice _____ 2nd Choice _____ 3rd Choice _____

4th Choice _____ 5th Choice _____ 6th Choice _____

ORGANIZED GROUP CAMPING: No of Participants _____ Adult Leaders _____

Arrival Day & Time: _____ Departure Day & Time: _____

PREFERRED BALLFIELD: (only complete if renting a ballfield)

Enclose a **SEPARATE CHECK** for \$20 for In-County, \$40 for Out-of-County.

Preferred Ballfield: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

WEDDING TIMES: Arrival Time: _____ Departure Time: _____ (2 hrs. Only)