WEST VINCENT
Doing What's Right to Protect What's Left

EVANS PARK GAZEBO RENTAL PROCEDURES & USE REGULATIONS

1. The Evans Park Gazebo may be reserved during Park operating hours, by existing West Vincent Township residents, and by West Vincent Township non-profit, religious, political, and educational entities. All interested parties must show proof of residency or a working location that is based here in the Township, to utilize this space at no cost.
2. The Gazebo may be reserved by non-residents (individuals, non-profit, religious, political and educational entities), at a fee to be established by the Board of Supervisors. Visit westvicenttwp.org for fee information.
3. The Gazebo may not be rented for commercial purposes. In addition, no advertising or other promotional signage by those who are renting is allowed within the park.
4. The use of electricity incurs a hook-up fee to be established by the Board of Supervisors. Visit westvicenttwp.org for fee information.
5. Other concurrent Township events that have been pre-sanctioned by the Township and are in progress during the time of rental – including but not limited to sports leagues and Township-run activities (such as an Environmental Action Council beautification project), are allowable while a Gazebo rental event is in progress.
6. Gazebo renters must be over the age of 18. Minors (under 18) must be accompanied by adult supervision.
7. The Evans Park Gazebo may be rented from March through October, with the rental process for those seasons beginning in January of that calendar year.
8. All fees associated with a Gazebo rental must be paid in full to the Township, no less than 14 days prior to the event date.
9. Evans Park's "dusk until dawn" rule is in effect for Gazebo rentals. No nighttime events are permitted.
10. The term "Gazebo rental" strictly applies to usage of the Gazebo, a twenty-foot perimeter around the Gazebo, the parking lot immediately adjacent to the Gazebo, and usage of the nearby electrical outlet (if applicable).
11. Gazebo usage is capped at 38 seated individuals. No additional seating is permitted within the Gazebo.
12. 19 vehicles are permitted to park in the nearest adjacent lot.
13. This Gazebo is not ADA accessible.
14. All landfill and recyclable trash must be placed in receptacles that are closest to the Gazebo. Any trash which does not properly fit into receptacles must be removed from the premises upon completion of the event.
15. Any food or beverage that is served at Evans Park, not originating from a professional kitchen by certified food suppliers (such as restaurants, caterers, food truck/cart operators), must be prepared in advance. No onsite preparation or cooking is allowed by non-professionals.
16. No glass containers are allowed in or around the Gazebo.

17. Any onsite vendor associated with an event, including but not limited to caterers and other food service operators, must provide a valid Certificate of Insurance which lists West Vincent Township as additionally insured.
18. Any food prepared onsite/offsite by a Chester County Health Inspection-certified operation, such as a restaurant or a caterer, may be asked to provide proper County health code and food handling certifications, per request by the Township.
19. No open flame cooking is permitted.
20. Renters may have one (1) food/beverage truck or cart onsite, providing it is parked in the adjacent lot nearest to the Gazebo.
21. Food truck operators may utilize a generator or connect with the Township's electric power source upon payment of a hook-up fee to be established by the Board of Supervisors, and provided the operator is in possession of a working fire extinguisher. Visit westvicenttwp.org for fee information.
22. No vehicles are allowed in areas other than on driveways and parking lots.
23. No tents, stages, or other mounted structures are allowed.
24. No lighting is allowed.
25. No objects or signage shall be affixed to the Gazebo.
26. Acoustic and electric audio is allowable providing the Township noise ordinance is adhered to.
27. Interactive entertainment devices such as a bouncy-house or moveable sliding board are not allowed onsite.
28. Renters and their guests may bring their own chairs (folding or lawn), which can be placed within the allowable 20' perimeter of the gazebo, with the understanding that only the nearest parking lot with its 19 spaces will be dedicated to use for this event. Note: Park visitors who are not attending your event get first preference for parking located in the other remaining lots (Malehorn Rd., Conestoga Rd., Township building).
29. Gazebo renters may bring small yard games, such as bean bag toss, and lawn bowling, providing these activities are operated within the 20-yard perimeter of the gazebo. Any games requiring the insertion of spikes or other embedded materials (such as horseshoes) are prohibited, due, in part, to the nearby proximity of inground electrical, gas and fiber optic lines.
30. The renting Host must always be in possession of a township official's (Administration/Parks & Recreation) direct contact (cell phone) during the event, and connect with that official for any maintenance, operations, or other questions and issues.
31. In the event of an emergency, please contact 911. For non-emergency matters please contact the West Vincent Township Police Department at (610) 458-3205.
32. No buying or selling of goods or services is permitted at Gazebo rental events.
33. All Park Rules are to be adhered to, including those restricting the use of alcoholic beverages, fireworks, and remote-controlled aircraft.
34. The event's Host is responsible for any damages; for the upkeep, repair and replacement of turf, structures (such as the Gazebo itself), stationary seating within the Gazebo, trash receptables, and to the electrical hookup pole, lines and components, or to any other Park components which are under the jurisdiction of the Township.
35. The Township reserves the right to visit any Gazebo rental event while it is in progress, and to tour the site after a rental has been concluded, to verify proper post-event conditions of that area.
36. Cancellations: Those who schedule Gazebo rentals must notify the Township in writing of their cancellation or postponement within 14 days of the event, to receive a full refund.
37. All rental bookings are considered "rain or shine." Regardless of weather conditions, no refund shall be granted if an event is terminated less than 14 days prior to it.
38. Refunds granted by the Township may go toward the event's future booking.