

# DELAWARE COUNTY PARKS & RECREATION DEPARTMENT

Government Center Building  
Attn: Parks & Recreation  
201 W. Front St.  
Media, Pa 19063



Delcoparks@co.delaware.pa.us  
Phone: 610-891-4663

## PRIVATE PARTY PERMIT REQUEST - INDOOR

To request a reservation, please complete this form and send it to the address above or bring it to the Leedom House in Rose Tree Park. Permits are issued on a first-come, first-serve basis and must be completed at least two weeks in advance.

After we receive your form, we will contact you within 2-3 business days regarding approval and payment. The process is complete when you receive a signed permit. If you have any questions, please call our office M-F, 8:30-4:30. We will be happy to assist.

- Banquet Room at 767 Beech Ave.
- Conference Room at 767 Beech Ave.
- Redwood Center in Upland Park
- Smedley Park Environmental Center

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Group/Family: \_\_\_\_\_

Estimated # of Guests: \_\_\_\_\_

Event Type (birthday, reunion, etc.): \_\_\_\_\_

Description (food, decorations): \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Notes/Questions:

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## FACILITY RENTAL RULES & RESTRICTIONS

- Facility rental hours are 9:00 AM - 9:00 PM, and rentals are for 4-hour windows. Additional hours can be added for a fee. The facility must be vacated by 9:00 PM.
- The time frame listed on your application includes set-up and clean-up time. Please do not arrive prior to the time reserved.
- Any damages incurred will be your responsibility.
- No alcohol or smoking is permitted in or around building.
- The County reserves the right to cancel a party at any time, without refund, for inappropriate behavior.
- There will be at least one responsible adult present for every 15 people under age 18.
- The police will be called for any illegal activity taking place, and your event will be ended without refund.
- No one under the age of 21 can rent the facility.
- Absolutely no glitter, sparkles, or confetti is permitted.
- You are responsible for the cleanup after your event. This includes all trash being placed in receptacles, wipe down on kitchen surfaces, and any spills on the floors.
- A \$50 security deposit is required. Once the event is over and no damage or unclean areas are found, the deposit will be refunded.
- No noise shall leave the building, especially music. All recordings, bands, DJs, etc., must conduct music so as not to disturb the surrounding community.
- If a caterer will be cooking on premises, then additional insurance and information are needed from the caterer. If the caterer is only using sternos to keep the food warm, then this information is not needed.

I am aware that I am responsible for all the people attending my event. I have read and understand the terms of my rental and I will communicate these terms with my guests.

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PRINT NAME

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SIGNATURE

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DATE