



Municipality of Monroeville  
Recreation, Parks, and Human Services

# Monroeville Community Park Wedding Gazebo Rental Application

Applicant Name \_\_\_\_\_ Organization \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Driver's License No. \_\_\_\_\_

Gazebo Rental Date \_\_\_\_\_ Approx. Number Expected to Attend \_\_\_\_\_ (max 75)

Purpose of Use \_\_\_\_\_

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### Full Payment & HOLD ON SECURITY DEPOSIT Due At Time of Reservation

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Payment Options: Cash – Check – Credit Card (No American Express)

Make checks payable to: "Municipality of Monroeville" 2700 Monroeville Boulevard, Monroeville, PA 15146

### WEDDING GAZEBO PERMIT FEES

(Photo Shoot & Wedding Ceremony requires rental fee and security deposit hold at time of rental)

#### PHOTO SHOOT (1 hour photo shoot)

**Photo Shoot Resident Rate:**

\$50.00 Time: \_\_\_\_\_

**Photo Shoot Nonresident Rate:**

\$65.00 Time: \_\_\_\_\_

#### WEDDING CEREMONY (2 hour ceremony)

**Ceremony Resident Rate**

\$100.00 Time: \_\_\_\_\_

**Ceremony Nonresident Rate:**

\$140.00 Time: \_\_\_\_\_

**Total Amount Due** \_\_\_\_\_

**\*Security Deposit (To be held via  valid credit card or  separate check) \$ 90.00**

**NEW as of January 1, 2023:**

**\*Security Deposits will now be held on file rather than processed in full at time of booking. Security Deposits requirements can be held by completing the Security Deposit Credit Card Authorization Form below with a credit card that will remain valid 1 month after your event date. Or by providing a separate check from payment method, posted dated as your event date. Security Deposits will be processed within 10 business days after event date. Security Deposit Credit Card Authorization Forms or Checks will be destroyed or cashed pending adherence to permit conditions. Permit holders will be notified via email.**

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### Pavilion Payment & Security Deposit Authorization Form

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Both  Pavilion Payment  Security Deposit Hold

To pay by credit card and/or fulfill security deposit requirements fill out the information below and fax form to 412.856.2353

Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Visa  MasterCard  Discover

\*must have signature to process credit card payment!

Name as it appears on credit card: \_\_\_\_\_ Signature: \_\_\_\_\_

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### FOR OFFICE USE ONLY

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Security Deposit:  processed/  destroyed on \_\_\_\_\_ by \_\_\_\_\_

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**Municipality of Monroeville  
Recreation, Parks, and Human Services  
2700 Monroeville Boulevard  
Monroeville PA 15146  
(412) 856-1006**

The undersigned hereby makes application for the use of the above described facility and agrees to abide by the rules and regulations in effect; to leave the facilities in good, proper condition; and to report any damage done during the use of the facility or facilities to the Municipal Police within twenty-four hours of departure. The applicant further agrees to hold the Municipality of Monroeville free and harmless from the liability of any nature.

I certify that I have received a copy of the Condition of Use-Refund Policies and General Regulations Governing Park Use, and that I understand and agree to abide by them. I am aware that I will be sent a copy of any changes to these rules. I further understand that any expenses to the Municipality related to damage of the park facilities or violation of the park ordinances will result in a deduction from the security deposit and subject me to further fines and penalties as outlined in Ordinance No. 2139.

The information I have provided is true and correct to the best of my knowledge. I understand that this permit can be revoked, and all fees forfeited, and my event terminated for falsification of information, or failing to comply with park rules or ordinances.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Approved by Program Director**

\_\_\_\_\_  
**Date**

**WEDDING GAZEBO PERMIT REFUND AND CONDITIONS OF USE POLICIES**

Please initial each section, to verify that you have read and understand these policies.

\_\_\_\_\_ **General Rules:**

- The permit applies only to the specific date, time and place listed for the Wedding Gazebo. The permit does not imply exclusive use of the entire park or garden area, ONLY the reserved Gazebo area.
- Permit holder must be present at gazebo rental and have rental receipt readily available.
- Any and all set-up/tear-down **MUST** occur within allotted rental time frame
- The actions of the participants and their guests must comply with all rules, regulations, laws and ordinances while on park property
- No food or beverages are permitted at the wedding gazebo.
- All amplified sound must be contained to the immediate area of the rental facility.
- **The permit may be revoked at any time if a violation occurs.**

\_\_\_\_\_ **Refund Policy:**

- Wedding Gazebo rental fees are refundable if cancelled no less than 60 days prior to event date. A \$10.00 processing fee will apply.
- Security deposits will not be processed in the case of cancellation prior to event date & time and if the site is left clean and conditions are met; otherwise the fee may be retained in part or full.
- Held security deposits are processed through Monroeville Recreation & Parks Department within ten (10) days of the event. Permit holder will be notified via email.

\_\_\_\_\_ **Parking:**

- Parking is confined to parking lots only. Street parking is not permitted. Limited vehicle access for the purposes of dropping off or picking up of supplies and/or passengers with limited mobility is permitted at the wedding gazebo.
- Vehicles must remain on pavement at **ALL** times and must be returned to parking area immediately upon completion of loading/unloading.

\_\_\_\_\_ **Chairs:**

- Chairs or other furnishings and/or equipment are **NOT** provided by the Municipality.
- **CHAIRS MAY BE PLACED ON PAVED AREAS ONLY.** Planter beds are to be protected. Renter is financially responsible for any damage to turf, planting beds or hard surface.

\_\_\_\_\_ **Decorations:**

- Decorations may be attached to the gazebo using string or twist tie only. No tape, staples, tacks, screws, nails or fasteners of any type is prohibited.
- Chairs or other furnishings and/or equipment and all decorations **MUST** be removed immediately upon completion of the ceremony
- Use of rice, flower petals and/or birdseed are not permitted. (Soap bubbles are permitted).

\_\_\_\_\_ **Water Access:**

- Water is **NOT** available at wedding gazebo.

\_\_\_\_\_ **Litter Control:**

- Litter control – **It is the permit holder's responsibility to clean up and deposit all trash in the dumpster located in the pavilion 1 parking lot at the end of the event.** Failure to do so will result in the loss of the security deposit.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recreation & Parks Staff

\_\_\_\_\_  
Date

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## **Park Rules:**

1. Recreation, park and conservation area shall be open to the public from sunrise to sunset, unless specific areas are otherwise posted.
2. All citizens may use any vacant park facility, at any time, without a permit (ball field for a two (2) hour period and tennis courts for a one (1) hour period a first come, wait your turn basis), provided they vacate the facility in the event a permit is shown for that particular facility on that specific date and time.
3. Permits for reserved exclusive use of pavilions, ballfields, or tennis courts may be obtained for a fee at the Monroeville Department of Recreation and Parks Offices, 2700 Monroeville Boulevard, Monday through Friday from 9 AM until 4 PM. Pavilions may be reserved one year in advanced to the date.
4. Users of facilities must show proper identification upon request by police or representative of the Department of Recreation, Parks, and Human Services. Permit Holder must be present at event.
5. Users of public facilities shall conduct themselves in a manner which will in no way endanger the safety of any person, disturb the peace, or constitute a nuisance to other users or private property owners adjacent to park lands, recreation facilities and conservation areas, nor act in an unlawful, disorderly or disruptive manner nor in any way destroy, deface, injure, remove, disturb, pollute, litter, or befoul any public property equipment, building, sign, utility or other property therein, nor kill, trap, injure, or cause to be disturbed any bird or animal within recreation, park, and conservancy sites.
6. Facilities and areas in recreation, park or conservancy sites shall be used only for the purposes designated or implicit in their character. Special activities may be allowed by permit only, at locations specifically designated at times and conditions established for such use by the Department of Recreation and Parks.
7. It is unlawful for any person to have in his/her possession, custody or control alcoholic beverage, except as a member of a group or organization which has been granted as alcoholic beverage permit as a specifically designated area, date and time.
8. Licensed motor vehicles shall be permitted only on designated roadways and parking areas, at a speed limit of 15 mph. Unlicensed motorized vehicles shall not be allowed on recreation, park or conservation sites or on roadways designated for licensed vehicular traffic.
9. Vehicles shall be parked only in area or places provided for park users.
10. It is unlawful to clean, wash, repair or do any work on private vehicles within recreation, park and conservation areas except for emergency.
11. Domesticated animals must be controlled by a leash not more than six (6) feet long, and it is the responsibility of the pet owner to dispose of all fecal matter that is left by their pet within recreation, park or conservation areas. It is unlawful to bring any dangerous animal into such public areas.
12. Gambling, merchandising, advertising, money raising or money award events for private or charitable purposes of using public facilities for private enterprise, shall not be allowed on recreation, parks or conservation sites.
13. Glass containers used for the consumption of any beverage or other products are strictly prohibited within recreation, park or conservation areas.
14. Violators of any provisions of Ordinance No. 2139 or adopted policies, rules, regulations and fee amendment to the ordinance shall be liable to a fine.

Each park has a park host on site, who either lives in a trailer on park property or in the case of Hawkeye in the small house as you enter the park road. If any problems should occur before, during or after your picnic, the park host may be of some assistance. If they are unable to help or are unavailable, please call dispatch at:(412) 856-1111 and a member of the Recreation & Parks Staff will be contacted to assist you. This telephone number is available 7 days a week – 24 hours a day.