

Dear Pine Brook Resident:

Thank you for requesting to reserve Pavilion Park for your upcoming event. We hope the weather cooperates and you have an enjoyable time. Here are a few simple rules for you to follow.

Please sign this form and return a copy to either info@pinebrookcivicassociation.org or Lisa Keck at 3828 Carriage House Drive to reserve a park for your event.

- Only Pine Brook residents who pay dues to the Neighborhood Association may reserve the Pavilion.
- There is no charge for reserving the Pavilion for your private event.
- Just as you do at home, please put all party trash in plastic garbage bags and place them in the Township cans provided. Or, you may take your trash with you when you leave.
- Please put ONLY recyclables in the Township recycling cans.
- Trash and recyclables are collected at the Pavilion on Tuesdays along with the Pine Brook neighborhood trash. Please make sure that all the cans you have used are placed at the curb on Oxbow on the Monday night following your event. A neighborhood volunteer checks the Pavilion weekly but should not have to pick up after your party or dispose of your party trash.
- The Pavilion may NOT be reserved for any commercial use.
- You may use the fire pit. Please make sure that the fire is fully extinguished before leaving the Pavilion.
- Please be considerate of the neighbors living close to the Pavilion. Keep noise down and do NOT block driveways.
- Please leave the Pavilion and Park area in the same (or better) condition as you found it.
- Please read and understand the PBCA's Recommendations for usage at <https://pinebrookcivicassociation.com/Pine-Brook-Parks-Usage> Please be aware that Pine Brook insurance, like all such policies, does not cover Pine Brook residents for personal injuries on neighborhood-owned property. If you are having an event with more than a few people, particularly with a group of children, you should obtain "Event Insurance", often available from your regular insurance provider, to cover that day. If you are having someone or some organization plan the event, they may have such coverage.

By signing this application you acknowledge you are aware of this limitation and agree to hold the Pine Brook Civic Association harmless from any resident claims arising from your event.

Resident Name: _____

Date/Time for Park Reservation: _____

Event Description: _____