

PAVILION RENTAL POLICY AND PROCEDURE BURLINGTON COUNTY PARKS SYSTEM

1. Burlington County Parks System offers pavilions and facilities for group functions such as birthday parties, family gatherings/reunions, and company/organization picnics.
2. The pavilions at Historic Smithville Park/Smith's Woods Area, Pennington Park and Long Bridge Park are available for the public to use at any time, but they may be *reserved* specifically for your private function for a **non-refundable fee**.
3. All reservations are based on a first come, first served basis. Applicants must contact the Parks office at 609-265-5858 to reserve a date for a pavilion. To check the availability of a date and pavilion, please click on each park name Longbridge Park, Pennington Park and Smithville Park. Reservations must be made by phone prior to forms and payment being submitted. Reservations are tentative and will remain for two weeks until a completed Facility Use Application and payment are received. If the form and payment are not received the date and facility will be released.
4. All applicants must fill out a Facility Use Form and submit it to the Parks department with payment. A date will not be considered "reserved" until all paperwork and payment are received and approved. Payments may be made by cash, credit card, money order or check. Checks should be made payable to "Treasurer, Burlington County". Cash and credit card payments can be made at the Parks System Office and credit card payments can be made by phone.
5. Outside entertainment and vendors must be listed on the Facility Use Application form, and proper insurance documents must be submitted before approval.
6. All applicants must review and abide by ALL Park Rules and Regulations.
7. Applicants will be notified via phone or email to confirm their reservation.
8. A "Reserved" sign is posted on the pavilion to indicate that pavilion is reserved and not available for general public use during the times indicated.
9. Groups cannot exceed the maximum capacity of the facility requested.
10. The person reserving the facility MUST have their name on the sign posted for that facility for that day.
11. The person reserving the facility must arrive within two hours of the time listed on the Facility Use Application form. (Example: If you reserve the pavilion beginning at 1:00 pm, you must arrive by 3:00 pm). Arriving more than two hours late will result in a County Park Ranger releasing the pavilion for public use. Please include time for set-up on your form. You may not arrive earlier than your indicated time.
12. The reservation of a pavilion is for that pavilion only. Other areas of the park are for the general public to enjoy.
13. Alcoholic beverages are not permitted.
14. Smoking and the use of tobacco and tobacco products are prohibited on or in all parks system property.
15. Charcoal grills are available at designated pavilions for enjoyment. Fires are permitted in permanent grills provided at designated picnic areas only. NO wood fires. User must provide charcoal and extinguish fire before leaving. The County Fire Marshal recommends using only pre-soaked charcoal. No gasoline or charcoal lighter fluid is allowed. **No gas grills, fryers or open flames allowed.**
16. Decorations are permitted with tape only. Putting holes in the structures is prohibited. ALL decorations must be removed by user upon departure.
17. Vehicles MUST remain in designated parking lots. Users may not drive up to a structure to unload vehicles and may not park on roads, trails or grass.
18. Our parks do not have access to electricity, and generators are not allowed.
19. Loud music is prohibited.
20. Jumping bubbles, ball pits, portable play areas or piñatas are prohibited.
21. No portable tents, nets or canopies allowed.
22. The Parks System practices a carry-in carry-out policy for managing trash. All trash is to be removed and taken by user.
23. Burlington County Park Rangers may be on site at any time during an event to assure all rules are being followed and to offer any needed assistance. You can reach a ranger by phone by calling (609) 668-5164.