



**WARWICK TOWNSHIP
PARKS and RECREATION DEPARTMENT**

PAVILION RENTAL FREQUENTLY ASKED QUESTIONS

Pavilion rentals are ONLY completed in person. NO ON-LINE reservations will be made or accepted.

How do I find out if a date is available?

There are two ways for you to find out availability:

- 1. You can go to www.warwickrec.com. Hover over “Facilities” and click on “Calendar”. Once at the calendar, choose your location from the drop down menu and check the month you are looking for.**
- 2. Call the Township and ask the receptionist to confirm the date you are interested in.**

Where are the forms to reserve a pavilion?

Forms are available on-line. You can find the forms by hovering over the “General Info” tab and clicking on the “Dept Info” tab. You can print out the forms and fill them out BUT YOU MUST BRING THE FORM IN-PERSON TO FINALIZE YOUR RENTAL.

What do I need to do to finalize a pavilion rental?

Bring the completed form and TWO checks, one for the hourly rental and one for the security deposit to the receptionist at the front desk of the Township building. The receptionist will confirm availability, process payment and print out a permit for you.

What is the cost to rent a pavilion?

The fee is \$20 per hour. You must also submit a \$50 security deposit that will be returned after your rental as long as there is no excessive trash or damage.

If I rent a pavilion, is my rental the only group allowed to use the pavilion?

Although you have a permit, the parks are all public facilities, and you are responsible for self-policing the pavilion during your scheduled rental. MAKE SURE YOU BRING A COPY OF THE PERMIT THE DAY OF THE RENTAL.

What pavilions can be rented?

Community Park has two pavilions. The Large pavilion is near the playground. The Small pavilion is near the hockey rink. Both pavilions have electric available. Bathrooms on-site.

Memorial Park has one pavilion. The pavilion has electric available. Bathrooms on-site.

Hampton Chase Park has one pavilion. No electric. Port a pot.

Guinea Lane Park has one pavilion. No electric. Port a pot.

What are the capacities of each pavilion?

Community Park Large Pavilion – 75 people

Community Park Small Pavilion – 60 people

Memorial Park Pavilion – 60 people

Hampton Chase Park Pavilion – 25 people

Guinea Lane Park Pavilion – 25 people

Is there a time limit for rentals?

There is no limit to how long you can rent a pavilion. Rental times start at 9am and end at 9pm. Each rental receives a ½ hour buffer for set-up and clean-up. This buffer is built in to avoid bottlenecks between rentals.

What happens if it rains the day of my rental?

The first option is to try and re-schedule with you for a different date. If we can not reschedule, you will be issued a full refund for the rental at the discretion of the Director of Parks and Recreation. A check will be sent to you in 4-6 weeks.

Is there a group rental policy?

Yes, there is a group rental policy. Due to the enormous popularity of the parks and the large number of requests from various organizations to bring groups to the park, the Township has implemented designated group days, times and use guidelines. For further information, please speak directly to the Parks and Recreation Department.