

2017
Doylestown Township
Kid's Castle Group Forms

1. Group Forms must contain complete and legible information (i.e. full and complete address (including: city, state, zip), email address, etc.)
2. Payment is due prior to scheduled date or immediately upon arrival. We will not invoice – if you do not have proper payment, you will not be permitted to go to the park.
NO Exceptions
3. Payment accepted in cash, check, money order or credit card (Visa, Master Card or Discover)
4. Cost per child for 2017 is **\$4 – Max 125 children** – ages 5 – 12 only
5. If you need to cancel a reservation, we must be **notified by phone** or you will be billed for the visit plus a \$10 administrative fee.
6. All buses must park in the parking lot near the exit to the park
7. No food or drink (including water) is permitted within the fence or walls of Kids Castle – trash must be placed in the proper receptacles.



Kids' Castle Group Policy 2017

Due to the enormous popularity of the playground and the large number of requests from various organizations to bring groups to the playground the Township has implemented designated group days, times and use guidelines. Although we do not wish to discourage or make it impossible for groups to visit the playground, we must take steps to manage and control the overall use of the facility so as to accommodate use by individual users and township residents. We must also take into consideration safety concerns relevant to the number of children using the facility at any given time.

Thank you for your cooperation. We look forward to seeing you at Kids' Castle.

Please Review the following Group Use policies and procedures.

- Group days and times: Tuesdays, Wednesdays and Thursdays from 10:00 a.m. to 3:00 p.m. There will be no exceptions made to this policy. Non-registered organizations bringing groups during non-group times will be asked to leave the playground facility.
- Payment is required prior to scheduled visit or immediately upon arrival. All groups must check in at the Township Building, prior to going to the playground. Full payment (\$4 per child) is due upon arrival. **If payment is not received future visits will be suspended until invoice is paid plus \$10 administrative fee. If no payment is received your group will be asked to leave.**
- Kids Castle Playground is designed for **ages 5-12**. Please schedule your group accordingly.
- All organizations must pre-register with the township in advance of the visit.
- Only the pre-registered child count will be accepted upon arrival unless additional participants are pre-approved prior to arrival.
- A maximum of **125** children (one or more groups) will be accepted on any one day.
- A minimum 1:8 ratio of adult chaperone to children is required. Chaperones are expected to review and enforce all playground rules and regulations.
- NO food or drink (including water) is permitted within the fence or walls of Kids Castle, trash must be placed within the proper receptacles.
- **Buses must park in the parking lot near the exit of the park. NO bus parking is permitted at the Kids Castle Parking Lot.**
- The visiting organization shall be solely responsible for the care, supervision and behavior of the children within their group, as well as any and all damage caused by any member of group while visiting Kids Castle.
- Group registration for a visit to Kids' Castle does not include pavilion use. For more information regarding pavilion rental contact the Township Administrative Office at (215) 348-9915.
- **Failure to provide us advance notice of a cancellation will result in your organization being charged based on number of children plus a \$10 administrative fee.**
- Please call 215-348-9915 to cancel or if you need to reschedule - daily space is limited.

KIDS' CASTLE GROUP REGISTRATION 2017

Important Notice:

- **Required for all groups regardless of size. Completed Registration Form may be submitted via fax to 215-348-8729 or email to info@doylestownpa.org. ACOI naming the Township as an add 'l insured must be provided upon request.**
- **All groups are required to stop at the Administrative Office immediately upon arrival to check-in and pay any outstanding fees (due prior to or at time of arrival) - No exceptions. Failure to comply will immediately void visitation privileges.**

Group/Organization: _____

Complete Address: _____ City, State, Zip _____

Contact Person: _____ Phone: _____

Email Address: _____

On Site Contact: _____ Phone: _____

Date Requested: _____ Day Requested: Tuesday Wednesday Thursday

Requested Time (max. 10 am-3 pm): _____ am/pm to _____ am/pm **Adult Chaperones (1:8 ratio required) :** _____

Anticipated number of Children: _____ **125 Max.** (Fee: \$4 / child) **Age Range of Children (5-12 yrs. only):** _____

Note: Kids' Castle group registration does not include pavilion use. Pavilion is available for group rentals, Facility Use Application is available at doylestownrec.com (rental fee is determined by the number in the group).

I/we understand that the above named organization shall be held solely responsible for tpayment of fee, care, supervision and behavior of the children within our group. I/we further understand that the organization named above shall be solely responsible for any and all damage caused by any member of our group while visiting Kids Castle.

Authorized Signature _____ Date _____

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