



*Approved by Board of Supervisors:
May 16, 2024*

The Barn at Upland Farm

Venue Rentals

Upper Uwchlan Township is pleased to make the Barn at Upland Farm available for your event or meeting. The Barn is located at Upland Farm Park at 301 Pottstown Pike, Chester Springs, PA 19425. All rental requests for the Barn are to be submitted through the Township online park reservation request system at www.upperuwchlan-parks.com.

Upper Level

This area is a 130-capacity venue/meeting space and outdoor deck. Rental includes access to a food staging/kitchen area. A limited supply of tables and chairs is included with your rental of the Upper Level. In addition to an online reservation approval, rentals of the upstairs require a special permit (see page 6). Rental of both levels, an “All Barn” rental, is required for any event exceeding 100 expected persons.

Lower Level

This space includes two (2) 12-person capacity small classrooms and one (1) 35-person capacity large classroom. Each classroom is outfitted with tables and chairs.

Rental Setup & Breakdown

Included in your Upper Level or All Barn rental reservation is time to setup and breakdown. You may begin setting up 2 hours prior to your reserved time and you have 1 hour at the conclusion of your reserved time to complete the post event breakdown, clean up and return the space to the condition you found it in.

Please note that this additional time can only begin 2 hours prior to your start time and 1 hour after the conclusion of your reserved time. You cannot drop off or set up anything outside of the rental time.

Bathroom Facilities

Bathrooms are available on both levels of the Barn and are ADA accessible. Soap and paper bathroom products are provided. Downstairs bathrooms are accessible from outdoors only, and are available to users of the public park, even during your rental/event.

Catering and Alcohol

Caterers must be selected from a Township pre-approved list. Alcohol is only permitted to be served by Township pre-approved caterers. Users are not permitted to supply their own alcohol. Alcohol is only permitted for Upper Level and All Barn rentals. No alcohol is permitted downstairs, and alcohol is not permitted to be taken into the outdoor areas of the Park. If your event will include service of alcoholic beverages, an additional fee, additional security deposit, and separate alcohol permit are required.

Deposit, Cleaning, and Damage

The facility must be left clean and clear of all trash. There is a dumpster on site for disposal of trash. For downstairs use, both preparation and cleaning of the facility must take place within the rental time. For

Upper Level and All Barn use, 2 hours will be added to the start time and 1 hour will be added to the end time of the rental reservation to allow for setup and cleanup.

Cleaning supplies are provided for your use in janitorial closets on both levels.

A \$500.00 security deposit is required on rentals of the Upper Level or All Barn rentals. If the key is not returned to the Township on the first workday following the event, the deposit will not be refunded to the user. If the facility is not left clean and clear of all trash, the security deposit will not be refunded. Users will face additional charges if damage is incurred that exceeds the amount of the security deposit. Cancelled reservations result in forfeiture of the security deposit.

Fee Schedule

Upper Level and All Barn rentals require a minimum 3 hour reservation. Lower Level rentals require a minimum 1 hour rental, with additional time in half-hour increments. Rental of both levels is available. This is considered an "All Barn" rental and is subject to the Upper-Level permit and requirements. An All-Barn rental is required for any event exceeding 100 expected persons. In the event of conflicting requests, priority will be given based upon the User groups as described below. Fees are charged according to user type described below.

	Type 2	Type 3	Type 4	Type 5	Type 6
Upper Level - per hour rate	\$100	\$200	\$200	\$250	\$300
Lower Level - per hour rate	\$50	\$50	\$50	\$50	\$100
All Barn - per hour rate	\$150	\$225	\$250	\$300	\$400

User Priority Types

Type 1 - Programs and activities of Upper Uwchlan Township will receive priority use of all facilities.

Type 2 - Township-based, non-profit organizations.

Type 3 - Township residents for private use. (Proof of residency required.)

Type 4 - Township-based for-profit organizations and businesses.

Type 5 - Non-resident groups as described in Type 2.

Type 6 - Non-residents.

Requests for rentals of Upper Level, Lower Level or All Barn rentals must be made at least thirty (30) days prior to the reservation date requested.

Insurance Requirements

In submitting a request, the user/renter understands all procedures associated with the request and accepts the legal and financial responsibilities involved in the use of Township facilities. The user must also verify that the use/activity is fully insured and provide a CERTIFICATE OF INSURANCE evidencing:

(FOR GROUPS): Commercial general liability insurance with per occurrence and aggregate limits of not less than \$1,000,000.00, which names Upper Uwchlan Township, its agents, officials, and employees as additional insured.

(FOR PRIVATE INDIVIDUALS): Homeowners/Liability insurance with per occurrence and aggregate limits of not less than \$300,000.00 which names Upper Uwchlan Township, its agents, officials, and employees as additional insured.

User understands that if the regulations governing the use of this facility are violated in any way, the permit is revoked, and all fees are forfeited.

User assumes all risks and hazards that may occur as a result of using the facility. To the extent permitted by law, user releases, absolves, indemnifies, defends, and holds harmless the Township of Upper Uwchlan and its agents, servants, and employees, from any and all liability due to any damage or injury to any person or property arising from our use of the Township facilities.

Rules and Regulations

The rules and regulations governing the Upper Uwchlan Township Park and Recreation Areas are codified in §127-2 of the Upper Uwchlan Township Code and are as follows:

- A. No person or persons shall be allowed in a park or on a trail except between dawn and dusk unless a permit has been obtained from the Township.
- B. No person shall deface, destroy or remove any public signs, notices, equipment or other property of a park or trail.
- C. No hunting is allowed within a park or on a trail; no person shall injure or kill any wildlife within a park or on a trail.
- D. Alcohol and tobacco prohibited.
 - 1. Possession or consumption of alcoholic beverages in a park or on a trail is prohibited.
 - (a) Alcoholic beverages may be permitted at private rental events at the Barn at Upland Farm if a contractual agreement is approved and a permit is issued by Township staff.
 - (b) Alcoholic beverages may be permitted at Township sponsored events with approval of the Board of Supervisors.

2. No person shall smoke or use tobacco products in any portion of Township parks, recreations facilities, or Township-owned trails. This prohibition covers all smoking methods, including but not limited to the use of electronic smoking devices (e-cigarettes, e-cigars, e-pipes), and hookah-smoked products.

Any alcoholic beverages found on premise not contracted with a caterer from our Township pre-approved list in accordance with our policy will be confiscated immediately and not returned.

The RENTER(S) is responsible for any guest and/or vendor found bringing alcohol onto the property without a proper permit. In addition, we reserve the right to have Township personnel inspect the event to ensure adherence to our policies.

Any RENTER(S) in violation or who permits the violation of the Township rules and regulations shall be subject to fines up to \$1000 and the loss of the security deposit. The RENTER(S) will also be requested to vacate the premises and forfeit their rights to rent Township property in the future.

- E. No gambling or any obscene or indecent act, or any abusive, threatening, indecent or profane language or any conduct that may annoy others, shall be allowed in a park or on a trail.
- F. No parking shall be allowed in any portion of a park or trail except in spaces specifically set aside and marked for parking purposes.
- G. No person shall operate or cause to operate any vehicle in any portion of Township parks or playgrounds in violation to any posted traffic control devices. Furthermore, all vehicles operated shall be in accordance with the Vehicle Code of Pennsylvania. No motorized recreational vehicles including, but not limited to, go-carts, minibikes, or all-terrain vehicles, shall be permitted in a park or on a trail. Exceptions may apply for special events, provided a permit has been obtained from the Township. Motorized wheelchairs and scooters for handicapped use are permitted on paved trails or wherever the park or trail is handicapped accessible.
- H. No horses are permitted in a park or on a trail. Exceptions may apply for special events, provided a permit has been obtained from the Township.
- I. No person shall litter within a park or on a trail.

- J. No person shall light a fire or permit a fire to burn in a park or on a trail, except in fireplaces provided for such purposes.
- K. The playing of golf in the park is prohibited.
- L. No dogs are allowed in a park or on a trail unless properly restrained on a leash not exceeding six feet in length. All dog waste is to be picked up and disposed of immediately in park or trail trash receptacles.
- M. Trail uses are encouraged to follow the recommended guidelines for Township trail usage provided in Appendix A[1] of this chapter.
- N. The Upper Uwchlan Township Board of Supervisors may from time to time establish additional regulations for the use of Township parks and trails.

To the extent applicable, users of the Barn at Upland Farm must abide by the Upper Uwchlan Township Park Facility and Field Use Policy.

The Barn at Upland Farm

Special Permit – Upper Level or All Barn Rental

This permit application is to be completed after submitting your reservation request through the Upper Uwchlan Township online park reservation request system at www.upperuwchlan-parks.com. In completing this permit application, requester acknowledges and agrees to all specifications, rules, and regulations as outlined in pages 1-5 of this document, as well as all regulations outlined in the Upper Uwchlan Township Park Facility and Field Use Policy.

Rental Location: ☐ UPPER LEVEL ☐ LOWER LEVEL ☐ ALL BARN

Type of Function: _____

Date of Event: _____

Time of Event: _____

Anticipated attendance: _____

Complete the following if food will be served at the event:

User will provide/bring prepared food ☐

Event will be catered ☐

Caterer selected (if applicable):

If the event includes catering, have you signed a contract with the caterer selected? ☐ YES ☐ NO

Will there be alcohol at this event? ☐ YES ☐ NO

(If yes, please complete the alcoholic beverage permit on page 7.)

In signing below, I acknowledge that I have read and agree to the above regulations. I release, absolve, indemnify, defend, and hold harmless the Township of Upper Uwchlan and its agents, officials, and employees, from any and all liability due to any damage or injury to any person or property arising from our use of the Township facilities.

Signature: _____ Date: _____

Printed Name: _____ Phone Number: _____

Address: _____ City: _____

State: _____ ZIP: _____

For Township Office Use Only

Has the applicant submitted a certificate of insurance consistent with the requirements on page 3 with this submission? ☐

The Barn at Upland Farm

Special Permit – Alcoholic Beverages

Upper Uwchlan Township permits alcoholic beverages to be served by pre-approved caterers at the Barn at Upland Farm. In addition to the rental fee, a non-refundable alcohol permit fee of \$250.00 will be charged to the user/renter, along with an additional \$100.00 security deposit. The following rules and regulations apply to reservations for which an alcohol permit has been issued:

- All members of the function consuming alcohol must be 21 years of age.
- Alcohol is limited to beer and wine only.
- All alcohol is to be consumed in the upstairs event space and on the deck only; alcohol is not permitted to be taken downstairs or into the outdoor areas of the Park. Alcohol is not permitted to be taken into the bathroom area.
- No Kegs, Beer Balls, Mini Kegs, or other large-capacity containers are permitted.
- Beer is to be served in cans or bottles only.
- Food and alternate non-alcoholic beverages must be made available during any event at which alcohol is served.
- All trash, cans, bottles must be discarded properly and taken to outside dumpsters or recycling containers.
- Renter assumes all legal liability for the event held at the facility.

Date of event: _____

Caterer selected: _____

Have you signed a contract with the caterer selected? ☐ YES ☐ NO

In signing below, I acknowledge that I have read and agree to the above regulations. I release, absolve, indemnify, defend, and hold harmless the Township of Upper Uwchlan and its agents, officials, and employees, from any and all liability due to any damage or injury to any person or property arising from our use of the Township facilities.

Signature: _____ Date: _____

Printed Name: _____

For Township Office Use Only

Is the caterer selected on the pre-approved caterer list? ☐ YES ☐ NO

The Barn at Upland Farm

Rental Fees Summary Sheet

Name of User/Renter: _____

Rental Location: ☐ UPPER LEVEL ☐ LOWER LEVEL ☐ ALL BARN

Date of Reservation: _____

Time of Reservation: _____

Rental Cost: _____

*Security Deposit: \$500.00

Alcoholic Beverage Permit Fee: _____

*Alcoholic Beverage Security Deposit: _____

TOTAL: _____

***Security deposit(s) must be made by a separate check. If security deposit(s) is/are refunded, check will be returned to requestor.**

For Township Office Use Only

Payment Information:

Date Payment Received: _____

Security Deposit Check Number: _____

Other Fees Check Number: _____

Payment(s) Received by: _____

File the following additional documents with this application:

- ☐ Renter's certificate of insurance
- ☐ Copies of checks
- ☐ Copy of Renter's online application