



Borough of Perkasio

Park EVENT Application 2024

Contact Information

Name: _____

Organization: _____

Address: _____

City: _____

State: _____

Zip: _____

Email: _____

Cell Phone: _____

Tax Exempt Organization?

Yes

No

No

EIN: _____

Phone: _____

Purpose of Application:

_____ Large personal gathering such as birthday party, shower, etc with over 200 attendees

_____ Event such as a festival, party, etc through an organization - will require an event fee plus facility fee

_____ 5k through the park system - must include map of route

Notes Regarding Application Process:

Requests required 45 days prior to reservation or event

All reservations and events with 50 or more attendees require Council Approval

Requests for additional services does not guarantee services can be provided

All reservations require a Certificate of Insurance evidencing \$1,000,000 in Comprehensive General Liability Insurance and naming Perkasio Borough as Certificate Holder

To be filled out by Staff Only:

Fees due at time of application:

Public gatherings at Park and Pavilions and Event Base Fees

\$ _____ Park and Pavilion Fee

\$ _____ Electric Key Deposit

\$ _____ Event Permit Base Fee

\$ _____ Total Due

\$ _____ Total Paid

_____ Staff Initials

Fees due upon Borough Staff/Council Approval:

Additional fees associated with Events

\$ _____ Additional Date Fee

\$ _____ Road Closure fee

\$ _____ Electric Fee

\$ _____ Trash collection fee

\$ _____ Police or Fire Police fee

\$ _____ Park and Pavilion Fee

\$ _____ Electric Key Deposit

\$ _____ No Parking Signs

\$ _____ Total Due

\$ _____ Total Paid

_____ Staff Initials

Distribution:

Police Dept.

EMS

Electric Dept.

Parks & Rec Dept.

Fire Dept.

Fire Police

Public Works Dept.

Other: _____

Event Information

Name of the Event: _____

Description of the Event: _____

Date of Event: _____

Additional Dates: _____

Estimated Attendance: _____

Time of Event**:

Set up time needed:

Tear Down time needed:

Location of the Event (5ks require map of route to be submitted): _____

Facility Requested and Fees for a 4 hour flexible time period:

	Pavilion	Located in	Resident	Non Res	Non Profit
<input type="checkbox"/>	Rotary*	Lenape	\$ 60	\$ 90	\$ 40
<input type="checkbox"/>	Skate Park*	Lenape	\$ 60	\$ 90	\$ 40
<input type="checkbox"/>	Kulp	Kulp	\$ 50	\$ 75	\$ 35
<input type="checkbox"/>	Lions*	Menlo	\$ 75	\$ 100	\$ 50

**Electric available at these locations only*

*** Fees are for a four hour flexible time period including set up and tear down time. Renters may purchase additional four hour time periods.*

	Park Area	Located in	Resident	Non Res	Non Profit
<input type="checkbox"/>	Twin Bridges	Lenape	\$ 75	\$ 100	\$ 50

Other Borough Services Requested:

Police or Fire Police: Yes No

Trash Collection: Yes No

Use of Electric: Yes No

Any other Special Requests: _____

Services Offered at Event:

Musicians/Entertainment: Yes No

As a reminder: Borough Ordinance prohibits commercial activities/vendors/fundraising in Borough Parks

All Fees:

* \$ 50 Non-Profit Base permit fee
 * \$ 100 For Profit Base permit fee
 \$ 10 per additional date fee

Hourly rates in Fee Schedule

\$ - Road Closure fee (1-2 hours)
 \$ - Per Hour Electric Fee
 \$ - Trash collection fee (1-2 hours)
 \$ - Police or Fire Police fee (time worked)
 \$ 2.25 No Parking Signs (each)

** Any parking restrictions and road closures require No Parking Signs to be hung by event organizer two days prior. Number of signs required vary on event and must be picked up and paid for at Borough Hall.

Waiver and Insurance Requirements

Indemnification

The following is a summary of the Borough Ordinance that governs the use of Borough Parks. It is intended to provide information to the public and is not a substitute for the full text of the Ordinance. The full text of the Ordinance is available on the Borough Website.

To the fullest extent permitted by law, the Applicant agrees to defend, indemnify, pay on behalf of, and save harmless the Borough of Perkasio, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys' fees and all other costs connected therewith, arising out of or connected to the Applicant's use or occupancy of the premises of the Borough.

Insurance

ALL RESERVATIONS require a Certificate of Insurance, naming Perkasio Borough as Certificate Holder, evidencing \$1,000,000 in Comprehensive General Liability Insurance and must be received no later than 2 weeks prior to the event. The Borough holds the right to cancel a reservation with no refund if the required paperwork is not provided.

Waiver of Subrogation

Such waiver shall apply regardless of the cause of origin of the loss or damage, including the negligence of the Borough and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Applicant shall advise its insurers of the foregoing and such waiver shall be provided under the Applicant's commercial property and liability insurance policies and the Applicant's workers compensation insurance policy, if any.

Damage to Property of the Applicant and its Invitees

The Applicant and its employees, officials, volunteers, and agents shall be solely responsible for any loss or damage to property of the Applicant or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the Borough.

Damage to Borough Property

Applicant assumes full responsibility for taking cognizance of the facility conditions at the time of the program. Applicant will be responsible for all damages resulting to or from use of this property. Upon completion of Applicant's operations, Applicant agrees to leave the property in the same condition as it existed before operations, or pay for and complete restoration of said property within 15 days of the completion of the event.

Park Rules and Regulations (Summary)

- The undersigned is familiar with all Borough Park Rules
- The use of alcohol and controlled substances are strictly prohibited within all Borough Parks
- Smoking is prohibited in all Borough Parks; this includes cigarettes, cigars, pipes, chewing tobacco, vaping, etc
- Vendors are not permitted in the park except by special permit issued by Borough Council, which shall have the authority to refuse consent in any instance
- Open fires or fireworks are prohibited. Grills are available at certain pavilions and open to the public
- Do not attach decorations by nails, tacks, or staples on pavilion poles, picnic tables. Etc. All decorations and pavilion, field, park trash must be discarded properly. Large items must be removed and regular trash may be placed inside trash receptacles provided.
- Perkasio Borough Parks and open dawn to dusk
- Perkasio Borough shall not, in any manner or for any cause, be liable or responsible for any injury or damage to persons or property while using the park facilities; all claims for such injury or damage are hereby waived

PLEASE HAVE YOUR PERMIT WITH YOU DURING YOUR EVENT

If you find any problems when you arrive please contact Public Works Department at 215-257-5065
Perkasio Borough Non-Emergency Police can be reached at 215-257-6876
EMERGENCY DIAL 911

Applicant certified that the above information is true and correct, has reviewed and is familiar with insurance requirements and guidelines, and familiar with the rules and regulations of Perkasio Borough as set forth in the Code of Ordinances.

Date of Application: _____ By: _____
Signed: _____

APPROVED: This ____ Day of _____, 20____, subject to the following conditions:

Mayor / Borough Manager