

# GUIDELINES FOR FIELD, PARK OR EVENT RESERVATIONS AND PERMITS

- Perkasio Borough Council approval is required if the request involves any of the following:
  - a. If the event is open to the public or any advertised gathering of 50 or more.
  - b. If live entertainment is being performed.
  - c. If disruption of traffic (e.g. 5-K Run) will take place. (Traffic control may involve fire police services, fee required).
  - d. If special services (e.g. trash collection or electric) will be required (usually very large events).
  - e. If vendors of any kind are involved, the Borough Code, Chapter 124.9 states: *No person shall set up any booth, table or stand, mobile or otherwise, for the sale of any article whatsoever within the limits of the park without the express consent of the Borough Council, which shall have the authority to refuse such consent in any instance.*
- If any applicant wishes to secure a “Rain Date”, they must reserve that separate date via a separate form from the original request and they will be subject to the fee/deposit for that specific date also. If the rain date is not needed, that fee/deposit will be refunded.
- Reservations can be made up to a year in advance.
- If the request requires approval of Perkasio Borough Council, the applicant will be notified of the Council decision by the Borough and the permit will be issued.
- **All reservations/permits require a Certificate of Insurance, naming Perkasio Borough as Certificate Holder, evidencing \$1,000,000 in Comprehensive General Liability Insurance. The Borough has the right to cancel a reservation if the proper paperwork is not submitted.**
- If you need assistance on the day of the event, please contact:

Public Works On Call: 215 721-2894

Electric Department On Call: 215 723-7090