



Borough of Perkasio

Park Reservation and Event Application

Contact Information

Name: _____

Organization: _____

Address: _____

City: _____

State: _____

Zip: _____

Email: _____

Cell Phone: _____

Tax Exempt Organization? _____

EIN: _____

Phone: _____

Yes No

Purpose of Application:

_____ Public gathering such as birthday party, shower, family gathering, group meeting, etc at a pavilion or park (if your gathering has more than 200 attendees please also fill out the Event Application on page 3) -- **Please fill out Park and Pavilion Reservation on Page 2**

_____ Event such as parade, block party, festival, fundraiser or any large gathering requiring use of Perkasio Borough streets, staff, etc (if your event uses a park and/or pavilion, please also fill out the Park & Pavilion Resveration on page 2) -- **Please fill out Event Application on Page 3**

Notes Regarding Applicaton 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
\$ _____	Total Due
\$ _____	Total Paid
_____	Staff Initials

Distribution: Police Dept. EMS Electric Dept. Parks & Rec Dept.
 Fire Dept. Fire Police Public Works Dept. Other: _____

Park and Pavilion Reservation

Date requested: _____ Time: _____ Number attending: _____
 Start- _____ End- _____

Purpose of reservation: _____

Facility Requested and Fees:

	Pavilion	Located at	Resident	Non Res	Non Profit
<input type="checkbox"/>	Rotary	Lenape	\$ 35	\$ 55	\$ 15
<input type="checkbox"/>	Skate Park*	Lenape	\$ 55	\$ 75	\$ 35
<input type="checkbox"/>	Kulp	Kulp	\$ 55	\$ 75	\$ 35
<input type="checkbox"/>	Lions*	Menlo	\$ 70	\$ 90	\$ 40

	Park Area	Located at	Resident	Non Res	Non Profit
<input type="checkbox"/>	Twin Bridges	Lenape	\$ 55	\$ 75	\$ 35
<input type="checkbox"/>	Covered Bridge	Lenape	\$ 55	\$ 75	\$ 35

Will you need electric? **Electric available at these locations only*
 Yes No

Electric Fees:

\$ 25 Electric Key deposit fee (to be refunded when key is returned)

Notes/Other Requests: _____

*As a reminder: Borough Ordinance prohibits commercial activities/vendors/fundraising in Borough Parks
 Reservations with more than 200 attendees must also fill out an Event Application (additional fees apply)*

Event Application

Name of the Event: _____

Description of the Event: _____

Date: _____ Time: _____ Estimated Number of Attendees: _____
Start- _____ End- _____ Start- _____ End- _____

Location of the Event (Attached sketch map of area): _____

*If your location also requires use of park and/or pavilion please also
fill out the Park & Pavilion Reservation (additional fees apply)*

Secondary contact for the event and phone number: _____

Are there additional dates to your event: Yes No

Dates: _____

Additional Services Requested:

Road Closures: Yes No *(Include road closures on map)*

List Roads: _____

Time: _____

Parking Restrictions: Yes No *(Include parking restrictions on map)*

List Roads: _____

Time: _____

Police or Fire Police: Yes No

Electric Services: Yes No *Please locate on map where electric is needed*

Trash Collection: Yes No

Any other Special Requests: _____

Services Offered at Event:

Food Trucks: Yes No

Vendors: Yes No

Musicians/Entertainment: Yes No

*If yes to any of the above a list of food trucks, vendors, and/or musicians and entertainment
will be required with marked locations on your sketch map .*

All Fees:

* \$ 50 Non-Profit Base permit fee

* \$ 100 For Profit Base permit fee

\$ 10 per additional date fee

*Fee due at time of application

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)

Waiver and Insurance Requirements

Indemnification

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