

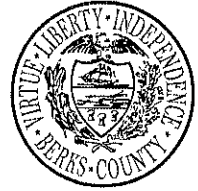
**BERKS COUNTY
PARKS & RECREATION DEPARTMENT**

2083 Tulpehocken Rd., Wyomissing, PA 19610

Phone: 610-372-8939

Fax: 610-373-7066

www.BerksPa.gov/parks



APPLICATION for SPECIAL USE PERMIT

There is a nonrefundable \$25 administrative fee for all Special Use Permit applications.

Applicant/Organization Name _____ **Today's Date** _____

Event Contact Person _____ **Berks County Resident?** _____

Address _____ **City, State, Zip** _____

Home Phone _____ **Work Phone** _____ **Cell Phone** _____

Email _____ **Fax #** _____

Alternate Contact Person _____ **Phone** _____

Date Requested _____ **Number of Participants** _____

Set-up Time _____ **Event Start Time** _____ **Departure Time** _____

Which Park and what specific areas/buildings/pavilions/trails are requested for use?

Please explain the proposed activity with as much detail at possible:

The activity/event will include: (PLEASE NOTE: moon bounces, large inflatable devices, animals, rides, and mechanical equipment are not permitted.)

___ **Performers** ___ **Music/Speakers/PA system** ___ **Vendors**

___ **Posters, Signs, Banners** ___ **Catering** ___ **Tents** ___ **Specialized Equipment**

Other: _____

Is the activity open to the public? _____ Does it require pre-registration? _____

If renting equipment:

Rental Company: _____

Contact Name: _____

Phone Number: _____ Fax: _____

Is this a non-profit fundraising event? _____

Are you expecting the press/media or professional photographers at the event? _____

If yes, please provide additional details: _____

Additional Information/Comments: _____

In consultation with Parks staff, the Permittee acknowledges that they must provide:

____ Certificate of Insurance ____ EMS ____ Site Plan ____ Run/Walk Route Map
____ Traffic/Parking Control/Volunteers ____ Trash Removal ____ Proof of Non-Profit Status
____ Portable Restrooms ____ Number Municipality Permit ____ Other: _____

Please sign and date the statement below. An original signature is required to process your request.

This agreement between _____ hereinafter called the Permittee and the Berks County Parks & Recreation Department is as follows: Whereas the Permittee does hereby remise, release and forever discharge Berks County, its servants, elected officials, agents, successors and assigns from any and all liability of any nature and/or any and all actions and cause of action, suit, debts, dues, accounts, bonds, covenants, contracts, agreements, judgments, claims and demands of whatsoever nature in law of inequity arising from or due to the use of a Berks County property. The Permittee also agrees to indemnify, defend and hold harmless the Department of Parks & Recreation, the County of Berks, elected officials, its agents, employees, servants, successors and assigns from any and all claims, liability, damages, and losses accruing or resulting to any person, firms or corporations in connection with the usage of the above listed premises, regardless of whether such claims are premised upon the willful misconduct, omissions or negligence of the County of Berks, its Parks Department, or any other germane entity or individual. **I have read and will be responsible for ensuring that the Department procedures, rules, and regulations will be followed.**

Date: _____

Permittee Signature: _____

Print Name: _____

Please complete and return this form with required documentation and fee,
payable to Berks County Parks & Recreation Department to:

Berks County Parks & Recreation Department, 2083 Tulpehocken Rd. Wyomissing, PA 19610

OFFICE USE ONLY

Application rec'd date: _____ By: _____ Complete Application: Y or N

Park/Site approved _____ By: _____ Fee: _____ Collected: _____

Permit Issued: _____ Balance Due: _____ Deposit: _____



COUNTY OF BERKS

PARKS & RECREATION DEPARTMENT



Commissioners:

Christian Y. Leinbach, Chair
Michael S. Rivera, Vice-Chair
Dante Santoni, Jr.

Brendan Lederer, Director
2083 Tulpehocken Road
Wyomissing, PA 19610
Phone (610) 372-8939
Fax # (610) 373-7066

www.countyofberks.com/parks

Certificate of Insurance Requirements for Special Events Held in the Berks County Park System

In order to issue a Special Event Permit, the Berks County Parks and Recreation Department requires that a Certificate of Insurance be submitted.

This certificate shall include the "County of Berks" listed as an additional insured. The certificate holder shall be listed as:

County of Berks
633 Court St
Reading PA 19601

Listed below are the insurance requirements for events held within the Berks County Park System at this time:

Each Occurrence: \$1,000,000
Damage to Rented Premises (Each Occurrence): \$1,000,000
Medical Expenses (Any One Person): \$10,000
Personal Injury: \$1,000,000
General Aggregate: \$2,000,000
Products – Comp/Op Aggregate: \$2,000,000

Should you require any additional information on the above and/or other insurance requirements, please contact the main park office at 610.372.8939.

The Permit will be issued as soon as the Certificate of Insurance and payment in full is received.