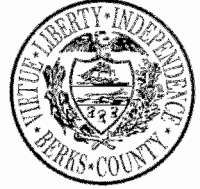


# BERKS COUNTY PARKS & RECREATION DEPARTMENT



2083 Tulpehocken Rd., Wyomissing, PA 19610  
Phone: 610-372-8939  
Fax: 610-373-7066  
www.countyofberks.com/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?

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Please explain the proposed activity in detail:

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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: \_\_\_\_\_

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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**                      \_\_\_ **Municipal Permit from** \_\_\_\_\_

\_\_\_ **Traffic/Parking Control**                      \_\_\_ **Trash Removal**                      \_\_\_ **Portable Restrooms**                      \_\_\_ **Number**

\_\_\_ **Proof of Non-Profit Status**                      **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, 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, its agents, employees, servants, successors and assigns from any and all claims and losses accruing or resulting to any person, firms or corporations in connection with the usage of the above listed premises. **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: _____	