

COUNTY OF BERKS
PARKS & RECREATION DEPARTMENT



2083 Tulpehocken Road
Wyomissing PA 19610
Phone (610) 372-8939
Fax # (610) 373-7066
www.co.berks.pa.us/parks

WEDDING APPLICATION

APPLICANT INFORMATION

Applicant Names (Bride and Groom): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ (H) _____ (C) _____ (W)

E-mail: _____

EVENT INFORMATION

Wedding Date Requested: _____ Ceremony Time: _____

Requested Location within the Park System: _____

Actual Event Hours: _____ to _____

Estimated number of guests: _____

Rehearsal Date (if applicable): _____ Rehearsal Time: _____ (2 hours max.)

EVENT DESCRIPTION

Please provide a DETAILED description of your event (attach additional sheet if necessary):

Will there be any signs, banners, or decorations? _____ NO _____ YES

If YES, please describe: _____

Are you requesting use of electricity? _____ NO _____ YES

If YES, please list what it will be needed for: _____

SET-UP/CONTRACTED SERVICES/RELATED ACTIVITIES

Please describe the scope of the set-up/assembly with specific details and a diagram if possible:

Will there be any tents, rental chairs, tables? ____ NO ____ YES

If YES, please indicate:

Name of Rental Company: _____ Rental

Rental Drop-off date: _____ Rental Drop-off time: _____

Contact Number: _____

E-mail: _____

The Department has the right to cancel or shut down an event due to severe weather conditions.

ADVANCE CANCELLATION NOTICE REQUIRED: If you decide to cancel your event, you must notify the Park Department at least **10 days** prior to the scheduled event. Otherwise, personnel and equipment may be needlessly scheduled and approval of future applications will be denied.

AFFIDAVIT OF APPLICANT: I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief; that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Use Application as set forth by the County of Berks Parks and Recreation Department, and I understand that this application is made subject to the rules and regulations established by the County of Berks, including the attached wedding permit rules and regulations. I agree to abide by these rules, and further certify that I am financially responsible for any cost and fees that may be incurred by or on behalf of the event on County property.

I, through the signing of this application, indemnify, hold harmless, and defend the County of Berks and its agents, officials and employees from all suits and actions, including reasonable attorneys fees and all costs of litigation and judgment of every name and description against the County as a result of loss, damage, or injury to any person or property by reason of any action or omission by the event organizer, or in the conduct of the approved activity.

Name of Applicants (Print): _____ / _____

Signature of Applicants: _____ / _____

Date: _____

Berks County Parks and Recreation Department 2012 Wedding Permit Rules and Regulations

- The Permittee is required to comply with all applicable local, state and federal laws, ordinances and regulations, codes, permit requirements and park rules and regulations.
- The use and/or possession of alcoholic beverages and illegal substances on County property is strictly forbidden.
- Department-sponsored events take precedence over events scheduled by outside parties.
- Weddings are permitted May 1 to October 1 only. No weddings will be permitted on holidays or holiday weekends.
- Wedding receptions are not permitted in the Parks. If a standard reservation for a picnic is found to be a wedding reception, the Permittee will be billed additional fees. Park buildings, facilities, and grounds will not be open to the Permittee until the time(s) approved on the Permit.
- A \$250 non-refundable deposit is required with the application for groups of 25 or more. Application and deposit must be submitted no less than 90 days prior to the reservation date.
- Small weddings (24 people or fewer) are required to complete a wedding permit form and pay a fee but not a deposit. Any parties who arrive on site without a permit will be required to provide their information and will be billed.
- The maximum time allotted for a wedding ceremony and photographs is 4 hours. This includes set-up and clean-up. Any time over the 4 hour limit will be billed accordingly. Park buildings, facilities and grounds are not available to the Permittee until the time(s) listed on the permit.
- Successful Wedding Permit applicants will be issued an event permit. You must have the permit with you to present to the Park Ranger on the day of your event.
- The Berks County Parks and Recreation Department has a no-refund policy. Refunds are not given for inclement weather (except as stated below). If you cancel your reservation for any reason, you will forfeit all fees already paid.
- The Department reserves the right to cancel reservations due to severe weather conditions or other emergencies. If this occurs, Parks staff will assist you with finding an alternate date. If an alternate date cannot be arranged, the Department will refund the fee paid less a \$25 administrative fee.
- The Parks Department does not offer “rain date” alternatives for your rental. If you wish to book a rain date, you must pay the full fee to reserve that date.
- There will be a \$30 fee for all checks returned for insufficient funds.
- The Permittee and participating parties shall comply with all directions and requests made before, during or after the event, by Department personnel. Directions and requests made by Department personnel on-site the day of the event supersede those of event participants and Permittee.

- The permit is only for the specified reserved wedding venue and does not grant permission for activities in other areas within or adjacent to County Park property.
- There will only be one wedding permitted in the Parks per weekend.
- A wedding permit does not grant exclusive use of any park facility. Please remember that our parks belong to everyone and all are welcome to enjoy them. Areas cannot be roped off or otherwise isolated from general public access.
- The Permittee is responsible for the clean-up of all garbage, trash and litter created by the event. The Parks Department strongly encourages the carry-in/carry-out approach. Small items of trash can be placed in park dumpsters and garbage cans. Please make certain that someone from your group is assigned to remove trash and decorations after your event.
- Driving across the grass to pavilions, parking at pavilions or parking in any assigned ranger/staff spaces is prohibited. Available parking is limited and cannot be held exclusively for your group. Parking on lawn areas is not permitted. It is recommended that you bring a wagon/cart/stroller etc. to transport supplies from your vehicle to the rental site.
- For safety reasons, no floor runners of any type are permitted at weddings.
- Special arrangements can be made with the Special Events Coordinator for those who are elderly, disabled or have difficulty walking to be transported near the wedding venue. These arrangements must be done within 2 weeks of the ceremony.
- Throwing or scattering confetti, rice, seeds or other materials is prohibited as is the release of balloons or wildlife.
- The posting of directional signage is permitted but must be removed promptly after the event.
- The use of staples, nails or tacks to hang decorations or signage is not permitted.
- Fires, candles, torches and other sources of open flames are not permitted except in areas designated for that use.
- For the protection of guests and wildlife, swimming and wading are prohibited.
- Discharge of firearms, BB guns, pellet guns and bows is prohibited.
- Fireworks are prohibited.
- Vegetation, wildlife, rocks and artifacts may not be removed.