

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? _____
(There is a \$50 charge for non-residents.)

Alternate Contact Person _____

Address _____ City, State, Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email _____ Fax # _____

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 in detail:

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** ___ **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: _____	