

**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 non-refundable \$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 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: _____