



BOROUGH OF PERKASIE

620 W. Chestnut Street
PO Box 96
Perkasie, Pa. 18944-0096

(215) 257-5065
Fax (215) 257-6875

Park Facility Reservation Form & Event Permit Application Information

*Please read and comprehend the following before signing and submitting your permit application.
Both forms may be required.*

The **Park Facility Reservation Form** is to be completed when any park pavilion and/or facility is reserved for an organized event and must be submitted 45 days prior. However, if a public advertised gathering of 50 or more and/or live entertainment, disruption of traffic (e.g. 5K-Run), special services are required (e.g. trash services and electric) are involved, Perkasio Borough Council approval is necessary and an additional Event Permit Application must be submitted.

The **Event Permit Application** must be submitted 45 days prior to the event and should consist of specific details pertaining to a Parade, Block Party, Festival, 5K Run, Reunion, etc. Regarding the Park Facility Reservation Form and the Event Permit Application, additional Borough organizations and/or departments must be made aware of the specific requests of the application or sponsor as they pertain to them. The organizations and departments are: Police, Public Works, Parks & Recreation, Fire Department, Electric Department, Bucks County Communications, EMS, Fire Police, Bucks County Board of Health, Historical Society and the Perkasio Borough Office Manager. Perkasio Borough staff will contact the organizations and/or departments selected by the applicant upon receiving the application and its approval.

In addition, if Perkasio Borough Police are required to patrol the event and/or facility, an hourly rate of \$75.00 per officer will be charged to the organization for services rendered. This fee is subject to change pending the average annual salaried rate per hour and per officer. It may also be waived by the Borough Council by request of the applicant for certain events of borough-wide interest.

Waiver and Insurance Requirements

Indemnification

To the fullest extent permitted by law, the Applicant agrees to defend, indemnify, pay on behalf of, and save harmless the Borough of Perkasio, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys' fees and all other costs connected therewith, arising out of or connected to the Applicant's use or occupancy of the premises of the Borough.

Waiver and Insurance Requirements continued

Insurance

ALL RESERVATIONS require a Certificate of Insurance, naming Perkasio Borough as Certificate Holder, evidencing \$1,000,000 in Comprehensive General Liability Insurance and must be received no later than 2 weeks prior to the event. The Borough holds the right to cancel a reservation with no refund if the required paperwork is not provided.

Waiver of Subrogation

Such waiver shall apply regardless of the cause of origin of the loss or damage, including the negligence of the Borough and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Applicant shall advise its insurers of the foregoing and such waiver shall be provided under the Applicant's commercial property and liability insurance policies and the Applicant's workers compensation insurance policy, if any.

Damage to Property of the Applicant and its Invitees

The Applicant and its employees, officials, volunteers, and agents shall be solely responsible for any loss or damage to property of the Applicant or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the Borough.

Damage to Borough Property

Applicant assumes full responsibility for taking cognizance of the facility conditions at the time of the program. Applicant will be responsible for all damages resulting to or from use of this property. Upon completion of Applicant's operations, Applicant agrees to leave the property in the same condition as it existed before operations, or pay for and complete restoration of said property within 15 days of the completion of the event.

Rules and Regulations (Summary)

- The use of alcohol and controlled substances are strictly prohibited within all Borough Parks
- Smoking is prohibited; this includes cigarettes, cigars, pipes, chewing tobacco, vaping, etc.
- Vendors are not permitted in the park except by special permit issued by Borough Council, which shall have the authority to refuse consent in any instance.
- Open Fires or Fireworks are prohibited. Grills are available at certain pavilions and open to the public
- Do not attach decorations by nails, tacks, or staples on pavilion poles, picnic tables, etc. All decorations must be discarded after facility use.
- Perkasio Borough shall not, in any manner or for any cause, be liable or responsible for any injury or damage to persons or property while using the park facilities; all claims for such injury or damage are hereby waived.

IF YOU FIND ANY PROBLEMS WHEN YOU ARRIVE, PLEASE CONTACT THE PUBLIC WORKS DEPARTMENT THROUGH THE BOROUGH'S ON CALL SERVICE: 215-257-5065.

PERKASIE BOROUGH NON-EMERGENCY POLICE: 215-257-2022

EMERGENCY: DIAL 911