

**MONTGOMERY COUNTY
BOARD OF COMMISSIONERS**

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ASSETS AND INFRASTRUCTURE

MONTGOMERY COUNTY COURTHOUSE • PO Box 311
NORRISTOWN, PA 19404-0311

610-278-3613
WWW.MONTCOPA.ORG

JESSE KING
DIRECTOR

DAVID CLIFFORD
PARKS, TRAILS & HISTORIC SITES ADMINISTRATOR

APPLICATION for SPECIAL USE

Applicant or Organization Name: _____ Date: _____

Person in Charge of Event: _____ Montgomery County Resident?: _____

Address: _____

Telephone Number: _____ Alternate Telephone Number: _____

Email: _____

Date and Time requested: _____ Expected Number of Participants: _____

What specific areas/buildings/pavilions of which specific park/trail/historic site are being requested for use?:

Please explain in detail your proposed activity:

After discussions with the Park/Site/Trail staff, the Permittee must provide:

___ Certificate of Insurance ___ Food Disbursement/Concession/Health Dept. Certification paperwork

___ Traffic/Parking Control ___ Removal of Trash ___ Portable Restrooms

___ Proof of Non-Profit Status ___ Medical Plan / EMS On-site or AED Device On-site (disclose)

___ Other: _____

Your event hopes to include:

___ Performers ___ Sound Amplification/PA system

___ Posters, Signs, Banners ___ Catering ___ Specialized Equipment

___ Other: _____

Is your event open to the public or a pre-registration event? _____

Is this a non-profit fund raising event?: _____

Are you expecting any media/photographers at this event?: _____
 If "yes", please give some additional details: _____

Additional Information/Comment:

Please sign and date the statement below. An original signature is required for processing of your request.

This agreement between _____ hereinafter called the permittee and the Montgomery County Division of Parks, Trails & Historic Sites is as follows: Whereas the permittee does hereby remise, release and forever discharge Montgomery 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 Montgomery County property. The permittee also agrees to indemnify, defend and hold harmless the Parks, Trails & Historic Sites' Division, the County of Montgomery, 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 procedures, rules and regulations will be followed.**

Date: _____ Permittee Signature: _____

Print Name: _____

Please print, complete and return this form with all needed documentation and fee to the proposed location of the event.

SPECIAL ACTIVITIES/ORGANIZED GROUP FEES (Run/Walks, Fundraisers, Sports Field Use, etc.)

	<u>Resident</u>	<u>Non-resident</u>
Short Term Assembly Fee (90 minutes or less, 50 person max, applies to field use at Lower Perkiomen Valley Park ONLY)	\$20/ period	\$20/period
Small-scale 20-100 persons	\$100/day	\$150/day
Moderate-scale 101-250 persons	\$200/day	\$250/day
Large-scale 251-500 persons	\$500/day	\$550/day
Major-scale 500+persons	\$1,000/day	\$2,500/day

NOT ALL LOCATIONS CAN HOST LARGE-SCALE AND MAJOR-SCALE EVENTS! If site requires applicant to provide additional restrooms or other amenity, rental party will directly pay for such required services. Pavilion costs are additional to the activity fees above if a pavilion is required. Use of tents (larger than 10' x 20') are an additional fee of \$1,000 per day.

OFFICE USE ONLY

Application received date: _____ By: _____	Complete Application: Y or N
Park/Site approved: _____ By: _____	Fee: _____ Collected: _____
Permit Issued: _____	Balance Due: _____
Security Deposit: _____	

Montgomery County Parks, Trails & Historic Sites Special Use Permit Application

Policy

Individuals and/or organizations must apply for a Special Use Permit or other appropriate permit to utilize a park, heritage facility or regional trail.

Special Permit conditions exist to safely control and properly direct the activities permitted in the Parks, Trails & Historic Sites' system.

These activities include (but are not limited to): use of trails for runs/walks/bike-a-thons; wedding ceremonies/photographs; reserved use of picnic pavilions/areas; organized gatherings; placement of geocache containers. When in doubt, persons should contact the appropriate park or site to inquire whether a permit is needed.

The Division of Parks, Trails & Historic Sites reserves the right to refuse any application or revoke any permit issued for any use determined to be in conflict with the Division/County purpose or in violation of rules & regulations set forth by County Commissioners.

Division/County sponsored events take precedence over events scheduled by outside parties. Applications are accepted and processed on a first-come, first-served basis. **Applications must be received a minimum of thirty (30) days in advance of the activity.**

Fundraising

The use of a park, heritage facility or region trail for the raising of funds for profit is strictly prohibited. Non-profit organizations and individuals operating a program or function that requires the implementation of a fee or donation must collect such fees/donations prior to the scheduled event. Non-profit organizations must provide proof of their non-profit tax status (an IRS letter) attached to their application.

Vendors on site

An individual or organization may utilize food/beverage vendors and charge appropriate fees for such food/beverage as long as the use of the vendor is directly related to and is providing a service function to the special permit activities of the day. Any food/beverage vendors will supply the necessary insurance documents, as well as health department certificates.

Items required by permittee

Permittee (applicant) will be required to submit a completed application, proof of non-profit status (if applicable), proof of insurance, damage deposit and rental fee (as applicable) and take care of any additional permits or fees required (i.e., health department food vendor licensing) as well as payment for any additional equipment needed (dumpster, port-a-johns, etc.).

Special Use Permit – Conditions

1. All applications for special use of Parks/Sties/Trails shall be returned to the County location that you are requesting.
2. Applications are not guaranteed until a permit is issued. Applicants may not publicize event prior to receiving approved permit.
3. All activities on Parks, Trails & Historic Sites' property are subject to the Rules and Regulations in place at subject property. Failure to comply with the Rules and Regulations may result in a revocation of an issued permit and/or refusal to issue future permits to permittee or groups associated with activities resulting from the issuance of any permit.
4. Permit fees are non-refundable and permits are non-transferable (to future dates or other user groups). Cancellations must be reported promptly.
5. The permittee shall be required to submit proof of liability insurance in the minimum amounts of \$1,000,000 property damage and \$1,000,000 bodily injury. The Certificate of Insurance shall name the *County of Montgomery* as an additional insured. The County reserves the right to require additional coverage amounts depending upon the nature and extent of the activity. The County reserves the right to add parties as additional insured.
6. Permittee will neither allow, nor engage in, any discriminatory practices or policies regarding race, creed, sex, sexual orientation, age, or national origin. permittee shall comply with all applicable local, state or federal laws, rules or regulations, and obtain all necessary permits and licenses, in exercising the rights granted under this permit including but not limited to, ASCAP, BMI, SESAC and similar performance licenses, required for the use of copyrighted or licensed material in connection with the event or activity, or otherwise required in connection with the use of the facility for the event or activity.
7. Permittee agrees to assume all legal liabilities for accidents, injuries or any other type of incident, and shall hold neither the County, nor any of its employees, agents, or representatives liable for any resulting claims/lawsuits. Permittee agrees to indemnify, defend and hold the County and its employees, officers, agents and representatives harmless from any claim, act or proceeding related to or based upon permittee entrance, presence, activities and/or use of the property. Permittee agrees to release, waive and forever discharge the County, its employees, officers, agents and representatives from any and all manner of claims, actions or causes of action, suits, or demands whatsoever, in law or in equity, which it may have against the County, its employees, officers, agents and representatives, in and/or on the property, or in any way connected to or arising from its presence and/or activities at the property.
8. The permittee is responsible for making all necessary contacts and arrangements with, and any requirement payments to, any other local agencies to secure required inspections, permits, licenses, services, etc. (For health inspections, food disbursement permits, fire code regulations, parade permits, electrical codes, set-up, construction or maintenance of equipment, etc.).
9. The permittee is required to comply with all applicable local, state and federal laws, ordinances, regulations, codes, permits requirements as well as Park/Site/Trail regulations.

10. The permit is only for the use of the specific area and time period designated. It does not grant permission for activities for other areas within or outside of the Park/Site/Trail. Park buildings, facilities and grounds will not be open to the permittee until the time(s) approved on the permit form. **Parks/Sites/Trails will not take reservations for “rain dates” for special use events.**
11. Issuance of a permit does NOT guarantee exclusive use of an area of Park/Site/Trail (pavilions and some buildings excepted unless specifically stated). The area for which the permit is issued will remain open to the public during park visiting hours. No area of the Park/Site/Trail may be fenced, blocked or otherwise made inaccessible to the general public.
12. Public restroom facilities are limited or unavailable in some areas. The permittee may be required to provide portable restroom facilities as a condition of the permit. Location of portable restroom facilities as well as arrival and pick up dates must be discussed with the Park/Site/Trail in advance. Any public restroom access/use may not be restricted as part of the permit.
13. Public address system and sound amplification equipment are allowed with PRIOR permission/approval and noted on the permit. If approved, audio amplification may not interfere with any visitor activities. Park/Site staff shall have full discretion to determine the appropriate volume for any amplification equipment. PA systems are not allowed on the Trails.
14. Food concessionaire vendors will be allowed as long as the vendor is providing a direct service function to the permittee’s activities. Operation of a food concession requires advance written approval of the Division of Parks, Trails & Historic Sites as well as the Department of Health. NO ELECTRICITY is provided by the Park/Site for vendors. Electric/power needs are the responsibility of the permittee.
15. The Division of Parks, Trails & Historic Sites reserves the right to require certain supporting services such as, but not limited to, security or traffic control for some events. This will be contracted for and paid for directly by the permittee.
16. The Division of Parks, Trails & Historic Sites does not supply personnel for set up, maintenance or clean-up for events, nor does it supply equipment for permitted event use (i.e., water hose, electric cords, fencing). It is the permittee’s responsibility to either contract for such services or use their own personnel and equipment. Please note contracted service providers must be coordinated with the Region Manager and supply proof of liability insurance.
17. Permittee is responsible for all cleanup of the area both during and after the event. The permittee is responsible for the removal of all trash, litter and debris from the area assigned for the permit, including that generated by caterers, vendors, or any other individual or organization involved with the event. The permittee will make arrangements to have trash and other materials removed from the Park/Site/Trail periodically during the event to prevent any unsightly accumulation of such materials. All trash and other materials will be removed from the premises immediately after the conclusion of the event.
18. The area(s) used by the permittee must be left in the same condition as prior to the beginning of the event. Additionally, special care must be taken to prevent damage to Park/Site/Trail resources, especially during loading and unloading and set-up/take-down activities. Any damages or failure to restore the site may be assessed fees and may result

in additional fees the County or Division of Parks, Trails & Historic Sites refusal to issue future permits to permittee or groups associated with activities resulting from the issuance of any permit.

19. Permittee, including any individual applicants as well as groups represented by applicants, agree to provide full restitution to the County and/or Division of Parks, Trails & Historic Sites for any damages, thefts, losses or costs to the County and/or Division of Parks, Trails & Historic Sites that may occur during the permitted activity including, but not limited to, restitution for damage to any property, costs associated with security or clean-up, as well as any restorative work necessary as a result of permittee's activities. A monetary security deposit may be required at the discretion of the Division of Parks, Trails & Historic Sites.
20. The Division of Parks, Trails & Historic Sites shall not responsible for anything left or stored on facility grounds by permittee or anyone engaging in the activities resulting from the issuance of the requested permit.
21. The person named to be in charge of the event on-site on the application must have full authority to make decisions about the event and must remain on-site at all times during the event. He/she shall be responsible for any and all individuals, groups, vendors and contractors involved with the permit. Permittee are required to keep permit available for viewing on demand during use of the subject property.
22. The permittee and all participating parties will immediately comply with any directions and requests made during the event, as well as before and after, by Division personnel. Division personnel at the site are not assigned to an event but work for a region. They are not under the direction of anyone associated with the event but rather under the authority of their Parks, Trails & Historic Sites supervisor.
23. If an event requires electrical power prior special arrangements must be made. The permittee must supply generators, cables and/or extension cords as well as plastic matting to cover them. All electrical connections must be in compliance with local electrical codes and inspected and approved by Division personnel. The Division reserves the right to require an inspection by certified electricians (at the permittee's expense) if the situation warrants such precautions.
24. No smoking will be permitted in any building, near trash receptacles or close to any other location deemed hazardous..
25. The use or possession of alcoholic beverages on County property is forbidden.
26. The permittee may not install equipment or make alterations or adjustments to existing equipment or facilities.
27. Only with prior written approval (wording and location) from the Park/Trail/Site will banners, signs, pennants, posters, etc. be allowed. Temporary signs, if permitted, are the full responsibility of the permittee for installation and removal. Signs places on Trails must be off the County easements and permission procured by the land owner. No signs may be placed more than 24 hours in advance of the activity. No spray painting on any surface is allowed.
28. Department staff may take action deemed necessary to preserve order and protect County property due to weather conditions. Such action, however, does NOT relieve the permittee of his/her responsibilities.
29. Organizations utilizing park facilities under a special permit will have control of those who may be admitted to the activity, but not of the site as a whole. Site, building, play

areas, trail or parking access cannot be restricted during normal operating hours. County Commissioners or Division employees shall not be refused admittance for administrative, supervisory or custodial purposes.

30. Changes to the event must be made in writing and approval must be given by the Division of Parks, Trails & Historic Sites.
31. Failure to comply with, or violations of the conditions listed above, listed on the permit, and any other conditions applicable to the permit, or the violations of any law or regulations may result in prosecution and may be basis for revocation of the permit, refusal to issue future permits to permittee or groups associated with activities resulting from the issuance of any permit.
32. In addition to other potential remedies referenced in this document, the County and the Division of Parks, Trails & Historic Sites reserve the right to pursue any and all other remedies available to it under the law.
33. Permittee shall be responsible for enforcement of all rules and regulations on its guests, invitees and vendors.

I have read and understand these regulations. My event will comply with the regulations above:

Signature of authorizing permittee representative

Print name of above

Date