

Indiana County Parks & Trails Special Events Permit Guidelines & Application

What is a special event?

Any organized public or private event that requires the use of park areas or facilities beyond the normal operating procedures of the Indiana County Parks & Trails department.

Why is a Special Events Permit needed?

Parks are held in the public trust. It is important that park sites be used properly and are available to the public all times in an acceptable condition.

When is a Special Events Permit required?

A Special Events Permit is required when:

- the site requested has not been designated as a normal site for large group gatherings.
- admission is controlled either by donations, entry fees, or tickets.
- anything is sold.
- tents, canopies, or stages are brought in.
- the event is advertised as a public event.
- the event is organized by a caterer.
- special vehicle access is requested.
- additional electricity, restroom, or garbage facilities are required.

Are there additional fees beyond the normal costs for park facilities?

Yes. The permittee must pay for all costs associated with the event, including:

- all trash removal. Permittee may be required to make arrangements with a local trash hauler to provide additional dumpsters at the site. It is recommended that one 3-yard dumpster be provided for every 250 people attending the event.
- additional restroom facilities are needed. One portable restroom must be provided for every 125 people estimated to attend.
- excessive water and electric usage. Water and electric are provided at no charge to park users but a special events permittee may be charged for excessive water or electric usage.
- any damages to facilities or turf areas.

In addition to facility rental costs, permittee must provide a \$200 refundable damage deposit for the use of park grounds. This deposit will be refunded if park facilities and grounds are restored to their normal condition.

What park regulations and event guidelines should we be aware of?

- alcohol is not permitted in any County Park.
- sound from music or public address systems must be limited to the area reserved for the special event.
- food concessions must have an approved PA Health Department certificate on the site.
- public liability insurance for bodily injury or property damage in the sum of \$1,000,000 must be provided. A copy of the certificate must be included with the application.
- vehicle access to turf areas may be granted, but must be limited as much as possible.

- security and traffic control during the event are the responsibility of the permittee.
- A list of park regulations is included with the Special Events Permit application.

How do I schedule a special event?

Your application will be reviewed by the park staff and may require the review of the Indiana County Parks Advisory Board if the event is of a large scale.

If your Special Events Permit application is approved, you will be required to meet with the park staff to review special needs. This meeting must be held at least 30 days prior to the event.

Questions?

If you have any questions regarding a special event, please contact us by:

Phone	(724) 463-8636
Fax	(724) 463-8740
E-mail:	indparks@gmail.com

Information about Indiana County Parks & Trails is also available on our website:
www.indianacountyparks.org.

Our administrative office is located at Blue Spruce Park. Office hours are Monday through Friday, 7:00 AM to 3:30 PM.

Our mailing address: Indiana County Parks & Trails, 1128 Blue Spruce Road, Indiana, PA 15701.

INDIANA COUNTY PARKS & TRAILS GENERAL RULES GOVERNING USE OF PARK FACILITIES

1. Application for the use of park facilities must be presented on forms provided by the Indiana County Parks & Trails before the date facilities are requested. One copy will be returned to the applicant, and one kept on file with the Parks Office.
2. No grant of permission to use park facilities shall carry with it the right to exclude members of the Parks Staff. Indiana County officials or their representatives shall have full and free access at all times to any or part of buildings or grounds when on official business or when such access does not infringe on the privileges of those citizens all ready using said facilities. Indiana County cannot divest itself of exclusive control over park facilities at any time.
3. Permission to use specified buildings, structures, or grounds does not carry with it any right to use supplies, apparatus, tools, etc., not definitely covered in this permit.
4. Unless written permission has been granted, the activity shall terminate no later than the established closing hour.
5. Admission fees cannot be charged unless under the auspices and control of the Indiana County Parks & Trails.
6. *The use of alcoholic beverages and confetti are prohibited.*
7. The playing of amplified music in park pavilions is prohibited.
8. Games of chance or solicitation are not allowed unless by permission of the Indiana County Parks & Trails.
9. It is understood that parties listed on the facility application will relinquish their rights to use of park facilities or grounds when deemed necessary by the Indiana County Parks & Trails.
10. The use of park facilities for park purposes shall have priority over any other application.
11. Requests for refunds must be received within 14 days of reservation date. *All refund requests are subject to a 25% cancellation fee.*
12. A permittee shall be bound by all park rules and regulations and all applicable ordinances fully as though the same were inserted herein. A complete version of the Indiana County Parks Ordinance is available for inspection at the Park Office at: 1128 Blue Spruce Road, Indiana, PA 15701.
13. If you believe you have been subjected to discrimination on the basis of race, color, sex, national origin, religion, or age, you may file a complaint alleging discrimination with: Indiana County Parks, 1128 Blue Spruce Road, Indiana, PA 15701 or Office of Equal Opportunity, Washington, D.C. 20240.

Application Procedures

1. Complete application, sign and return both copies with check(s) within 2 weeks.
2. Make all checks payable to: "County of Indiana"
3. All fees must be paid in advance.
4. If using a park lodge, please submit separate checks for the reservation fee and damage deposit. Your damage deposit check will be held and cashed only if damages occur.
5. Park facilities are available from 9 AM to 9 PM, unless other arrangements have been made in advance and in writing.
6. All refunds are subject to a 25% cancellation fee.
7. Alcohol is prohibited in all park facilities and grounds.
8. Questions? Please call (724) 463-8636 E-mail: indparks@gmail.com

**Indiana County Parks & Trails
Special Events Permit**

The undersigned hereby makes application to conduct a special event at the following park site:

- | | | |
|---|---|--|
| <input type="checkbox"/> Blue Spruce Park | <input type="checkbox"/> Ghost Town Trail | <input type="checkbox"/> Pine Ridge Park |
| <input type="checkbox"/> Memorial Park | <input type="checkbox"/> Hoodlebug Trail | <input type="checkbox"/> Blacklick Valley Natural Area |
| <input type="checkbox"/> Eliza Furnace | <input type="checkbox"/> Tunnelview | <input type="checkbox"/> Smicksburg Park |
| <input type="checkbox"/> Buttermilk Falls | <input type="checkbox"/> Hemlock Lake | <input type="checkbox"/> Other |

Briefly describe the event: _____

Who is conducting the event? _____

Estimated attendance for the event: _____

Date of event: ____/____/____ Time of event _____

- | | |
|--|--|
| Will you collect an entry fee or admission charge? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Will the event be catered? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Will food items be sold? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Will non-food items be sold? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Will you set up tents, canopies, or stages? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Will you use a sound or public address system? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Will you provide additional restroom facilities? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Will you provide additional trash facilities? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Will you require vehicle access to turf areas? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Will you provide security and/or traffic control? | <input type="checkbox"/> yes <input type="checkbox"/> no |

Please submit the following documentation with your application:

- Reservation application for any facilities
- Reservation fees (will vary with number of facilities rented)
- Damage deposit (refundable): \$200 for special events
- Certificate of insurance for the event or waiver of County liability

The permittee hereby agrees to hold the County of Indiana harmless for any and all claims for damages, injuries to persons or property resulting from the conduct of this event.

Signature: _____ **Date:** _____

Name (print): _____

Address: _____ **Telephone:** _____

City/Zip: _____

-----**Park use only below this line**-----

Approved

Not approved _____

Date: _____