BOROUGH OF WILKINSBURG
**********PERMIT APPLICATION**********
For use of PUBLIC PROPERTY – PARK/PLAYGROUND FACILITIES

DATE OF APPLICATION: _____

- ☐ PENN AVE. PARKLET
- ☐ OTHER PARK/PLAYGROUND AREA **(Please specify)**
  - ☐ WHITNEY PARK
  - ☐ HUNTER PARK PAVILLION AREA
  - ☐ HUNTER PARK BALLFIELD
  - ☐ FERGUSON PARK/PLAYGROUND
  - ☐ PARKING LOT/OTHER
  - ☐ WALLACE AVE. LOT
  - ☐ SOUTH AVE. UMC LOT
  - ☐ PARK AVE. PLAYGROUND
  - ☐ HOLMES ST. PARK/PLAYGROUND

NAME OF ORGANIZATION: _____

ADDRESS OF ORGANIZATION: _____

_____

CONTACT PERSON (NAME): _____

ADDRESS OF CONTACT PERSON: _____

PHONE NUMBER OF CONTACT PERSON: _____

DATE OF EVENT: _____ START TIME: _____ FINISH TIME: _____

NAME AND DESCRIPTION OF EVENT: _____

LOCATION OF EVENT: _____

ON SITE CONTACT PERSON/PERSONS: _____

ADDRESS: _____ PHONE _____

APPROXIMATE NUMBER OF PARTICIPANTS: _____

REQUESTS/SPECIAL INSTRUCTIONS: _____

_____

_____

*******PERMIT WILL BE SENT DIRECTLY TO APPLICANT*******

THE FOLLOWING RESTRICTIONS APPLY:

Permit holder is responsible for clean up after event(s).

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WAIVER OF BOROUGH LIABILITY

I (WE) THE UNDERSIGNED, DO HEREBY AGREE THAT AS A CONDITION TO THE BOROUGH OF WILKINSBURG EVENT PERMIT, AND IN ORDER TO HOLD AN EVENT WITHIN THE BOROUGH OF WILKINSBURG, TO INDEMNIFY AND HOLD HARMLESS THE BOROUGH OF WILKINSBURG FROM ANY EXPENSES, DIRECT OR INDIRECT, AND ANY CLAIMS, DEMANDS, OR CAUSES OF ACTION WHATSOEVER, IF ANY, ARISING BY REASON OF THE USE OF PUBLIC PROPERTY FOR THE EVENT AS DESCRIBED ON THE ATTACHED PERMIT.

FURTHER, I (WE) DO HEREBY AGREE THAT CLEAN UP OF THE FACILITY AND RESTORATION IS THE RESPONSIBILITY OF THE PERMIT HOLDER AFTER EACH EVENT(S)

IN WITNESS WHEREOF, THE PARTIES HERETO BY THEIR PROPER SIGNATURES DO HEREBY EXECUTE THIS WAIVER THIS _____DAY: of _____, 2014.

WITNESS:

_____ _____

BOROUGH OF WILKINSBURG OFFICIAL PERMIT HOLDER

_____

PERMIT HOLDER (#2) IF APPLICABLE

_____

ORGANIZATION

**PLEASE ATTACH A COPY OF YOUR ORGANIZATION'S CERTIFICATE OF INSURANCE

Revised March 26, 2014

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CHAPTER 205

PUBLIC GATHERINGS

§205-2. WILKINSBURG CODE

§205.2. Permit applications; review.

A. Applications for permits shall be submitted not less than seven (7) calendar days prior to the date of the gathering. Each permit shall include information on the number of people expected to attend, the extent of interference with public rights-of-way, if any, the extent and nature of commercial activity (e.g., the sale of food or merchandise), if any, special services which may be required, such as electricity, sanitary facilities, or waste removal, the provisions for security and traffic control, copies of permits from any other governmental agency or political subdivision, specifically including Pennsylvania Department of Transportation and the Allegheny County Health Department, and the names, addresses and phone numbers of persons responsible for the event.

B. The Parks and Recreation Advisory Board (the "Board") shall review the application and determine whether it is complete and specify the applicable amount of the permit fee and deposit, if any. Upon finding that the application is complete and that the permit fee and deposit have been paid, the Board shall issue a permit for the proposed gathering. The Board is also authorized to impose a reasonable time, place and other restrictions or conditions upon the public gathering to reduce unnecessary interference with public rights-of-way and the peace and enjoyment of the community. [**Amended 1-20-2010 by Ord. No. 2830**]

C. The Board shall meet once per month to review applications for permits. In the event that an applicant requires an application to be reviewed prior to the next scheduled meeting of the Board, the Borough Manager and the Chief of Police shall act in the Board's stead. [Amended 1-20-2010 by Ord. No. 2830]

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FEE DETERMINATION

A "commercial event" is any event which involves the sale of food and/or merchandise.

All events which are not commercial events shall require the payment of a permit fee of $50 for Wilkinsburg residents and $75 for nonresidents and a damage deposit of $100 for residents and $150 for nonresidents.

All commercial events shall require the payment of a permit fee of $200 and a damage deposit of $250 for Wilkinsburg organizations or a permit fee of $300 and damage deposit of $500 for non-Wilkinsburg organizations. The Board is authorized to permit athletic teams to pay a flat fee of $250 per season for the use of ball fields/courts for practice and/or games. The damage deposit for Wilkinsburg team organizations is $250 and $500 for non-Wilkinsburg organizations. [Amended 1-20-2010 by Ord. No. 2830]. (A portion of Chapter 205 of the Wilkinsburg Code has been included in this document and is **not** in its entirety).

***WILKINSBURG RESIDENT** ☐ **YES** **PERMIT FEE __$50.00 __DAMAGE DEPOSIT $100**
☐ **NO** **PERMIT FEE __$75.00 __DAMAGE DEPOSIT $150**

COMMERCIAL EVENT FEES:

WILKINSBURG ORGANIZATION ☐ **YES** ☐ **NO**

RESIDENT ORGANIZATION FEE __$200 DAMAGE DEPOSIT __$250

NON-RESIDENT ORGANIZATION FEE __$300 DAMAGE DEPOSIT __$500

SEASONAL FEES: FLAT FEE $250

DAMAGE DEPOSIT: RESIDENT ORGANIZATION ___$250.00
NON RESIDENT ORGANIZATION ___$300.00

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COPIES PROVIDED TO:

W.C.E	DATE _____	
D.P.W.	DATE _____	ROY CLARK
EAPHS	DATE _____	STEPHEN SHURGOT
P.B.F.	DATE _____	DARRYL E. JONES
P.A.T.	DATE _____	CHUCK ROMPALA
W.P.D.	DATE _____	CHIEF OPHELIA COLEMAN
BOROUGH MGR.	DATE _____	MARLA P. MARCINKO

ADDITIONAL SERVICE NEEDS: _____

☐ APPROVED ☐ DISAPPROVED

_____ _____

CHIEF OF POLICE OR DESIGNEE **BOROUGH MANAGER**

REMARKS:

_____

_____