

**PALMYRA AREA RECREATION AND PARKS COMMISSION (PARPC)**  
**325 S. Railroad Street, Suite 1**  
**Palmyra, PA 17078**  
**(717) 838-9244**  
**www.palmyrarec.org**

**2018 RIDGE ROAD PARK PERMIT APPLICATION**

Please complete all pages of this form, and answer all questions. Attach any insurance documents, event description or operation plans, at time of submission. **This completed form and payment must be submitted at least ten (10) working days prior to your event/activity.** Incomplete forms will be returned. **Please print clearly in blue or black ink.**

Park areas are available from sunrise to sunset daily unless otherwise restricted.

**Event Date(s):** \_\_\_\_\_ / \_\_\_\_\_ /2018 **Times: Set-up** \_\_\_\_\_ **Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

**Specific Park Area(s):** \_\_\_\_\_

**Event/Activity description:** \_\_\_\_\_

**Number of fields needed per day:** \_\_\_\_\_ **Cost is \$10 per field, per day.**

**Type of event, check one:**

- Private-family/neighbors/group only** – number attending: \_\_\_\_\_
- Private & Charging an admission or registration fee** - number attending \_\_\_\_\_
- Public FREE** – Complete written description of the event, including other entities involved. Depending on the size and type of event, a certificate of insurance naming PARPC as additional insured may be required.

**Cost: In order to properly maintain the fields and to keep them in good condition, a \$10 per day, per field fee will be charged for each field used. All funds are deposited into the Ridge Road account.**

**Permit Applicant Information (Permits will only be issued to the name and address on application)**

**Organization:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Individual or Contact:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Street address:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By acceptance of this Park Permit, the permittee shall be bound by all Park rules, regulations, and applicable ordinances/laws as set forth in the Park Permit Application.

**Number of fields used per day** \_\_\_\_\_ **x Number of days** \_\_\_\_\_ **x \$10 =** \_\_\_\_\_ **+**  
**Processing Fee \$5.00 = Total Fee: \$** \_\_\_\_\_

**Permit Application Approved by:** \_\_\_\_\_ **Date** \_\_\_\_\_

## PARK PERMIT APPLICATION REGULATIONS

The Palmyra Area Recreation and Parks Commission reserves the right to reject a Permit Application if it believes the event or activity will unreasonably interfere with other existing or planned activities, including normal conduct and of PARPC parks or recreational facilities.

By submitting this Park Permit Application, the applicant is certifying that no expense will be borne by PARPC in connection with the event or activity described in this Application for which PARPC will not be fully reimbursed. Further, the applicant certifies that PARPC is not liable or responsible for any cost, effect, error, omission or loss of any kind associated with the event or activity listed herein, and PARPC is fully indemnified and held harmless from any claims or judgments arising from such use.

The PARPC reserves the right to: set special conditions with regard to any planned use, require payment in advance or deny any Park Permit Application for failure to meet any of the stated conditions or because of past adverse experience involving either the type of planned use of the applicant. Resident fees are specifically for residents or business owners located within PARPC's jurisdiction which includes the Borough of Palmyra, North Londonderry and South Londonderry Townships. All others will be assessed non-resident fees.

## PARK PERMIT HOLDER RESPONSIBILITIES

Permittee is completely responsible for clean-up after their event. If PARPC has to clean-up, the permittee will be billed for all personnel and equipment costs, or \$150, whichever is greater. If it is determined by the PARPC that Police personnel must be present to ensure the safe operation of your event, the Permittee must pay for all personnel and equipment costs. PARPC reserves the right to require such payment in advance.

## INSURANCE REQUIREMENTS

### **Private Events with estimated attendance of 50 or below:**

1. Applicants must agree with and sign attached Waiver of Liability.
2. Applicants must provide proof of Personal Auto Liability Coverage for themselves.

### **Private Events with estimated attendance of 51 or over or Public Events with no attendance limits:**

1. Applicants must provide event Liability coverage of \$1,000,000 per occurrence and \$1,000,000 aggregate or Standard Liability coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate.
2. Applicants must provide Auto Liability of \$1,000,000 Combined Single Limit for Corporations and \$300,000 Combined Single Limit for individuals.

## REFUND POLICY

If you cancel your permit at least 45 days prior to the date of your event, you will receive a full refund. If you cancel your permit less than 45 days but prior to 21 days before your event, you will receive 50% refund. If you cancel your permit less than 21 days before your event, you will receive no refund. If PARPC cancels your event, we will either provide you a full refund or an alternate date for your event. Any and all rain date fees are non-refundable.

## RAIN DATE POLICY

A separate permit must be filed to schedule a rain date. All appropriate fees apply and must be paid and submitted with your initial application.

## EMERGENCY CONTACTS

<b>Borough of Palmyra</b>	<b>838-6361</b>
<b>North Londonderry Twp. Building</b>	<b>838-1373</b>
<b>South Londonderry Twp. Building</b>	<b>838-5556</b>
<b>Palmyra Police Dept.</b>	<b>838-8188</b>
<b>North Londonderry Twp. Police</b>	<b>838-5276</b>
<b>South Londonderry Twp. Police</b>	<b>838-1376</b>
<b>PARPC Office</b>	<b>838-9244</b>

**Updated: 10/6/17**

**Approved:**