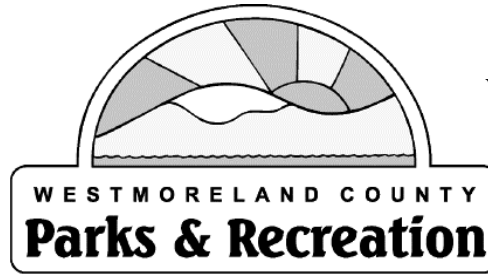


COUNTY COMMISSIONERS
Tom G. Balya
Thomas C. Ceraso
Charles W. Anderson

Claude R. Petroy, Sr./Director
Westmoreland County Public Works
194 Donohoe Road
Greensburg, PA 15601
724-830-3950
www.co.westmoreland.pa.us /parks



SPECIAL USE PERMIT APPLICATION INSTRUCTIONS

1. All requests must be filed on this form and must be signed by the Permittee. Permittee must be at least 18 years old. **ALL UNSIGNED APPLICATIONS WILL BE RETURNED UNPROCESSED.**
 2. A check or money order in the proper amount must accompany your application. Please use the schedule on the back of this application to determine the fees to be assessed for each activity you plan at your event. Applications must be submitted for consideration at least one (1) full week in advance of your date.
 3. Please send a **SELF-ADDRESSED, STAMPED ENVELOPE** for return of your permit.
 4. **NO REFUNDS WILL BE GIVEN FOR CANCELLATIONS.**
 5. **RESCHEDULING:** The permittee must provide at least a two (2) week advance notice and include a \$10 processing fee **after** the first change. No consideration will be given after that time period.
 6. A \$25 fee will be imposed on all checks returned for non-sufficient funds.
 7. The subleasing of facilities is prohibited.
 8. The permittee is bound by all Department rules and ordinances as though the same were inserted herein. All consumption of alcoholic beverages within Westmoreland County Parks is governed by the Pennsylvania Liquor Control Board.
 9. The permittee hereby agrees to hold the County harmless for any and all claims for damages or injuries to persons or property resulting from the violations of any aforementioned rules, regulations or ordinances and will be responsible for the group's behavior and/or actions.
 10. It is clearly understood that minors will be provided with sufficient adult supervision.
 11. Return applications to:
**Westmoreland County Public Works/ Special Use
194 Donohoe Road
Greensburg, PA 15601**
- Inquiries regarding your reservation will be taken at (724) 830-3950 between 9:00 A.M. and 3:00 P. M. Monday through Friday.

(RETURN THIS PORTION ONLY)
SPECIAL USE APPLICATION

Name of Individual or Group (PRINT): _____

Activity Requested: _____

Park: (Circle One) **Northmoreland** **Twin Lakes** **Mammoth** **Cedar Creek**

Area: _____

Date of Event: _____ Approximate No. of Participants _____

Name of Permittee: _____

Permittee Address: _____

Permittee Phone: HOME: () _____ - _____ WORK: () _____ - _____

Time: From _____ To _____

Special Requests (be specific): _____

I have read and understand the Special Use Application instructions above.

SIGNATURE: _____ DATE: _____

(All unsigned applications will be returned)

PLEASE SEE REVERSE SIDE FOR FEE SCHEUDLE.

SPECIAL USE FEE SCHEUDLE

ACTIVITY	COUNTY FEE	NON-COUNTY FEE	CERTIFICATE OF INSURANCE REQUIRED*
Band	\$10	\$20	No
Beer Wagon	\$10	\$20	No
Disc Jockey	\$10	\$20	No
Pig Roast	\$10	\$20	No
Port-A-John	\$10	\$20	No
B M X Racing (Annual)*	\$20	\$40	YES
Carriage/Wagon Rides*	\$20	\$40	YES
Catering Truck	\$10	\$20	No
Conference Room	\$20	\$40	No
Day Camp	\$20	\$40	No
Dunking Booth*	\$20	\$40	YES
Extra hours for Activity Centers	\$35	\$70	No
Fishing Tournament	\$20	\$40	No
Hay Rides*	\$20	\$40	YES
Karaoke	\$10	\$20	No
Metal Detecting (Annual)	\$20	\$40	No
Model Airplanes (Annual)*	\$20	\$40	YES
Model Rockets *	\$20	\$40	YES
Model Sailboats (Annual)	\$20	\$40	No
Moon Walk*	\$20	\$40	YES
Overnight Parking (per night)	\$20	\$40	No
Over Sized Grill	\$10	\$20	No
Petting Zoo*	\$20	\$40	YES
Pony Rides*	\$20	\$40	YES
Stargazing (Annual)	\$20	\$40	No
Tent/Canopy 10x10 or smaller (each)	\$10	\$20	No
Tent/Canopy larger than10x10 (each)	\$20	\$40	No
Train Rides*	\$20	\$40	YES

CERTIFICATES OF INSURANCE: (to accompany application) must be in the amount of **\$1 million** with **Westmoreland County named as certificate holder**. No exceptions will be made. We do not keep certificates on file for reuse. A new certificate must be presented for each event date.

The canopies for the Stages at Twin Lakes Park and Northmoreland Park are removed after the last summer concert.

THERE IS NO EARLY ADMISSION TO THE PARKS. OPERATING HOURS ARE FROM 9:00 A.M. to Dusk.

ANNUAL PERMITS are on a calendar basis from January through December.

Hours for the Activity Centers are as follows: May 1 to October 31, 9:00 A.M. to 10:00 P.M. and November 1 to April 30 – 9:00 A.M. to 9:00 P.M.

Extra hour for the Activity Center is \$35.00 for 1 hour after the scheduled closing time above.