

COUNTY COMMISSIONERS

Gina Cerilli
Ted Kopas
Charles W. Anderson



Greg McCloskey
Director, Public Works

SPECIAL EVENT PERMIT RULES & INSTRUCTIONS

1. The attached application must be fully completed. **ALL UNSIGNED APPLICATIONS WILL BE RETURNED UNPROCESSED.**
2. A Special Event Permit must be obtained and approved at least **30** days in advance of the event.
3. **APPLICATIONS ARE SUBJECT TO APPROVAL. WESTMORELAND COUNTY HAS THE RIGHT TO APPROVE OR DENY ANY APPLICATION.**
4. A \$25 fee will be imposed on all checks returned for non-sufficient funds.
5. **NO REFUNDS WILL BE GIVEN FOR CANCELLATIONS.**
6. Permittee must be at least 18 years old. The subleasing of facilities is prohibited.
7. Adult supervision **MUST** be provided at all times.
8. Alcohol is permitted in Westmoreland County Parks and is governed by the regulations established by the Pennsylvania Liquor Control Board.
9. If your event will be held in the immediate area where a pavilion exists, you must reserve & pay for that pavilion, even if you are not specifically using it as part of your event.
10. For assistance, please contact the office at (724) 830-3953, 8:30 a.m. to 4:00 p.m. Monday through Friday.

SPECIAL EVENT PERMIT BASE FEE

COUNTY Residents	NON-COUNTY Residents
\$20	\$40

A check or money order in the full amount must accompany your application.

INCLUDE a SELF-ADDRESSED, STAMPED ENVELOPE or EMAIL ADDRESS for return of your permit.

Return the completed application & payment with check(s) made payable to:
**Westmoreland County
Special Event Permit
194 Donohoe Road
Greensburg, PA 15601**

All inquiries must be directed to: (724) 830-3953, Monday through Friday from 8:30 a.m. to 4:00 p.m.

The Permittee is bound by all department rules and ordinances as though the same were inserted herein. To view the Westmoreland County Park Ordinances visit the link on our homepage at www.co.westmoreland.pa.us. The Permittee hereby agrees to hold the County harmless for any and all claims or 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.

The Pennsylvania Act 179 of 1988 "The Volunteer-In-Public Service Negligence Standard Act" protects both volunteers and organizations from law suit and civil damages when providing recreational services.

APPLICATION

Please print legibly and complete form fully.

1. Permittee Name: _____
2. Address: _____ City: _____ State: _____ Zip: _____
3. Phone: _____ Email: _____
4. Event Date: _____ Event Time: _____ Attendance: _____
5. Name of Organization Sponsoring the Event: _____
6. Is this event sponsored by a 501c3 organization? YES NO **IF YES, please attach a copy of the IRS letter.**
7. Name of Event: _____
8. Describe the Event Briefly: _____

9. Park Requested (circle one): **Northmoreland** **Twin Lakes** **Mammoth** **Cedar Creek**
10. What areas of the park do you wish to use? _____

11. Do you currently have facilities rented for this event? YES NO
If YES, Reservation/Confirmation Number: _____
If NO, what facilities do you plan on renting? _____
12. Are you charging admission (tickets, entry fees, donations, etc...?) YES NO
Note: Park Ordinances state that: "Admission fees cannot be charged unless under the auspices and control of the County of Westmoreland," and "no person except those authorized by Westmoreland County may solicit alms or contributions for any purpose whether public or private." NOTES: _____
13. Is this the first time this event is being held in Westmoreland County Parks? YES NO
14. Do you plan to set up tents or canopies? YES NO (if yes, permit required)
15. Is this event advertised as a public event? YES NO **Event must be approved before advertised.**
16. Are you installing any type of staging? YES NO
17. Are additional portable restrooms needed? YES NO (if yes, permit required)
Note: Your group shall be required to provide one (1) port-a-john for every increment of 250 persons.
If YES, who is your portable restroom contractor? _____
Company Phone Number: _____ Delivery Date: _____ Pick Up Date: _____
18. Operating Hours 9AM – Dusk. Does your group need early access to the park, or need to stay late? YES NO
If YES, what time(s)? _____
Note: There is typically no early admission to the parks. Operating hours are from 9am-Dusk.
19. Do you plan on furnishing the County with an insurance certificate? YES NO
Note: If asked to furnish a certificate, you must name Westmoreland County as an additional insured. Certificate must be in the amount of one million dollars (minimum).
20. Will a public address system/music be used at your event? YES NO (if yes, permit required)
21. Will alcohol be permitted at your event? YES NO
No glass bottles. Selling alcohol is NOT permitted.
22. Do you require a concession permit? YES NO
Note: A concession permit is needed if you are selling anything at your event. Request an application from our office at 724-830-3953. Fees are \$100 daily. (Fees are higher for out-of-county applicants).
23. Does your event need parking attendants? YES NO
If YES, Your group must provide parking attendants. Based on the size of your event, Westmoreland County may require you to furnish attendants.
24. Does your event need special security? YES NO
If YES, who is your security company? _____ Phone Number: _____
Note: Your group must provide the event security. Based on the nature of your event, Westmoreland County may require you to furnish security.
25. Fee Calculation:
 Base Fee (see pg.1) \$ _____
 Concession Fee \$ _____
 Total Fee \$ _____

ADDITIONAL FEES MAY APPLY FOR FACILITY /PAVILION RENTALS.

I have read and I understand the Special Event Rules & Instructions.

SIGNATURE: _____

DATE: _____

(All unsigned applications will be returned)