



City of Harrisburg

Department of Parks, Recreation and Enrichment
Reservoir Park Mansion, Reservoir Park
100 Concert Drive
Harrisburg, Pa 17101
717-232-3017

PARK PERMIT APPLICATION 2015

Please complete all pages of this form, answering all questions. Attach necessary insurance documents, event description or operations plan, at time of submission. This completed form with payment must be submitted at same time. Incomplete forms will be returned. All fees subject to change without notice.

PLEASE PRINT CLEARLY IN BLUE OR BLACK INK

EVENT TITLE/DESCRIPTION: _____

PARK LOCATION: _____

EVENT DATE: _____

EVENT TIME: FROM _____ TO _____

Park areas are available from 6:00 AM to 10:00 PM daily unless otherwise restricted.

Type of event, check one:

- Private- family/group only - number attending: __ support vehicles used __
- Private & Charging an admission fee - number attending __ support vehicles used __
- Public FREE - Complete written description of the event, including other entities involved, vehicles and special equipment to be placed at park, and certificate of insurance naming City of Harrisburg as additional insured attached.
- Public & Charging an admission or registration fee. Complete written description of the event, including other entities involved, vehicles and special equipment to be placed at park and certificate of insurance naming City of Harrisburg as additional insured attached.

Check all that apply:

- Event Operations Plan or detailed activity outline attached.
- Harrisburg Bureau of Police have been contacted to patrol event.

PERMIT APPLICANT INFORMATION

Photo ID required for permit applicant at time of submission
(2) Two weeks noticed needed for ALL permits

ORGANIZATION _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

PHONE # _____

FAX # _____

INDIVIDUAL/CONTACT _____

EMAIL _____

APPLICANT SIGNATURE _____

Reservoir Park Pavilion (no electricity or water available)

	NON-RES	RESIDENT
9 am to 10 pm	230.00	130.00
Extra Picnic Tables (6 provided) (__ # tables x \$15.00=)		
Charging Admission/Registration Fee/Fundraiser or Event	50.00	25.00
Operating Concession (no electric or water available.)	50.00	25.00

Reservoir Park Bandshell (bandshell power only*)

	NON-RES	RESIDENT
9 am to 10 pm	250.00	150.00
Charging Admission/Registration Fee/Fundraiser or Event	100.00	50.00
Operating Concession (no electric or water available.)	50.00	25.00

(For music/drama productions sound is available for a fee. Call DPRE at 717.255.3020 for information. Any sound vendors hired by a permit holder must be pre-approved by the Director before permit is issued. Permit holder must show proof of insurance covering sound vendor or production company equipment used. For non-city produced events, additional staff time may be charged at \$100.00 per hour.)

Reservoir Park, Large Fountain, or Evolution Sculpture Area

	NON-RES	RESIDENT
(all day, no electric, restrooms, or water available.)	50.00	25.00
Charging Admission/Registration Fee/Fundraiser or Event	50.00	25.00

Reservoir Park Basketball Court

	NON-RES	RESIDENT
9 am to 9 pm(#courts __)	50.00	25.00
# of additional consecutive days __ x \$15.00 non-res & res		
Charging Admission/Registration Fee/Fundraiser or Event	125.00	75.00
Operating Concession (no electric or water available.)	50.00	25.00

Reservoir Park Tennis Courts

	NON-RES	RESIDENT
9 am to 9 pm(#courts __)	75.00	50.00
# of additional consecutive days __ x \$15.00 non-res & res		
Charging Admission/Registration Fee/Fundraiser or Event	50.00	25.00
Operating Concession (no electric or water available.)	50.00	25.00

Reservoir Park Mansion Porch, Garden & Other Areas

	NON-RES	RESIDENT
Mansion Porch, and Gardens	150.00	75.00
Charging Admission/Registration Fee/Fundraiser or Event	100.00	50.00
Brownstone Fee NOT AVAILABLE UNTIL SPRING	250.00	150.00
Other Area:_____	100.00	50.00

Italian Lake (specify Exact Location) NO restrooms available

No concession sales or food is permitted at Italian Lake

	NON-RES	RESIDENT
Bandstand Area (limited electric is available)	230.00	130.00
Bridge Area (electric not available)	230.00	130.00
Division St. Garden Area (electric not available)	230.00	130.00
Photography Session ONLY- All park areas included	75.00	50.00
Charging Admission/Registration Fee/Fundraiser or Event	125.00	75.00

7th & Radnor Soccer Field (no electricity or water available)

	NON-RES	RESIDENT
9 am to 10 pm	75.00	50.00
9 am to 10 pm(#courts __) Basketball	50.00	25.00

Morrison Park Pavilion (no water available)

	NON-RES	RESIDENT
9 am to 10 pm	230.00	75.00
Extra Picnic Tables (6 provided) (__ # tables x \$15.00=)		
Charging Admission/Registration Fee/Fundraiser or Event	50.00	25.00
Operating Concession (no electric or water available.)	50.00	25.00
Baseball Field	30.00	15.00
Tennis/Basketball/Volleyball Court (price per court)	30.00	15.00

City Island RiverView Pavilion

	NON-RES	RESIDENT
9am to 10pm	230.00	130.00
Extra Picnic Tables (9 provided) (__ # tables x \$15.00=)		
Charging Admission/Registration Fee/Fundraiser or Event	100.00	50.00

City Island Carousel Pavilion or North Parking Lot areas

Additional parking charges may be applied

	NON-RES	RESIDENT
9am to 10pm	650.00	400.00
Pavilion capacity 300 people (existing 110v/30 amp service only)		
Extra Picnic Tables (50 provided) (__ # tables x \$15.00=)		
Charging Admission/Registration Fee/Fundraiser or Event	100.00	50.00

Skyline Sand Volleyball Courts-Four Courts Total (limited availability)

	NON-RES	RESIDENT
9am to 4pm (#courts __ x non-res. & res	50.00	25.00
4pm to 10pm (#courts __ x non-res. & res	50.00	25.00

Skyline Sports Complex

	NON-RES	RESIDENT
9am to 10pm ENTIRE AREA	600.00	400.00
Extra Picnic Tables (4 provided) (__ # tables x \$15.00=)		
Soccer Field	450.00	300.00
Pavilion 9am – 10 pm	230.00	130.00
Charging Admission/Registration Fee/Fundraiser or Event	100.00	50.00
EQUIPMENT		
Field Lights	350.00	200.00
Locker Rooms	250.00	150.00
Scoreboard	150.00	100.00
Sound system	100.00	75.00
Concession Stand	100.00	75.00
Ticket booth	100.00	75.00

City Island/Riverfront Park General Recreation Area

	NON-RES	RESIDENT
City Island Beach Area BEACH HOUSE UNAVAILABLE OCT 1- MAY 1	125.00	75.00
19 th Hole (4 tables included-current capacity= 24 people)	125.00	75.00
Walnut St. Bridge Plaza on City Island	125.00	75.00
Swenson Plaza	125.00	75.00
Kunkel Plaza	125.00	75.00
Sunken Gardens	125.00	75.00
South Riverfront/North Riverfront Park (choose one)	125.00	75.00
South Parking Lot Boat Ramp (organized tournaments & races)	125.00	75.00
Deck Area (by Pride Riverboat)	125.00	75.00
Extra Picnic Tables in any park area (__ # tables x \$15.00=)		

City Island Riverfront Park Walk/Run/Bike Tour

	NON-RES	RESIDENT
Connecting Riverfront/City Island	350.00	200.00
Cameron Parkway Capital Area		
Extra Picnic Tables (__ # tables x \$15.00=)		
Charging Admission/Registration Fee/Fundraiser or Event	100.00	50.00

Electricians, Special Maintenance, or Public Works Security Deposit
of additional Electrical Drops __ x \$50.00/circuit with (1) 6-foot cord & quad box

Commerce Park Field/Stadium

	NON-RES	RESIDENT
9am to 10pm ENTIRE AREA NON- Baseball related Events Must check with Senators Baseball Team first (before rental)	1000.00	1000.00

Playgrounds Available for Rent

Some playgrounds have picnic tables in place during the summer months

PLAYGROUND FEE	\$50.00
Cloverly Heights (18 th & Pemberton St)	
14 th & Shoop	
4 th & Dauphin	
4 th & Emerald	
Gorgas Playground (Jefferson & Columbia St)	
Lottsville (5 th & Harris)	
Norwood Park (Norwood & Holly St.)	
Penn & Dauphin	
Penn & Sayford	
Pleasantview (19 th & Forster St)	
Pool #2 Playground (S. 18 th & South End)	
Royal Terrace (Summitt & King st.)	
Shipoke (Race & Conoy St.)	
Vernon St. (15 th & Vernon)	
Wilson Park (Rumson Dr.)	
Extra Picnic Tables (__ # tables x \$15.00=)	

IMPORTANT NOTES: You are responsible for event clean-up. Events of sufficient size may require a \$100 deposit in a separate check or money order made payable to "City Treasurer:" if additional clean-up is required you will be billed for manpower and equipment costs or \$200.00, whichever is greater. Electrical outlets are not guaranteed to be operational. Permit holder is responsible to check the day before use and report if not operational. City will repair, if possible, before your event. Any additional City staff or electrical connections will be billed separately.

*By accepting this Permit, the permittee shall be bound by all Parks, Recreation and Enrichment Department rules, regulations and applicable ordinances as set forth in the Permit Application. The person(s) to whom this permit is issued shall carry the Permit on and during the effective dates and times and shall be liable for any loss, damage or injury sustained by any person or by the City resulting from the activity for which the permit has been issued.

PERMIT FEES: \$ _____
PROCESSING FEE: \$ 20.00
TOTAL PERMIT FEES: \$ _____

METHOD OF PAYMENT (circle one) Check Cash Money Order Other

(Permit Application not valid unless signed by the Director or other authorized DPRE personnel.)

 Director/Authorized personnel DATE _____

Answering the questions below will help to describe your proposed event in detail.

- Please include a schedule of events, times, locations, route maps, special requirements, etc., using the following questions as a guide. Attach additional sheets if necessary.
- If full disclosure is not made, the Department of Parks, Recreation and Enrichment has the ability to deny and or revoke any permit and or charge permit holders for additional grounds, personnel and equipment costs incurred by the Department as a result of your event.
- If you have questions regarding the information you must provide, please call (717) 255-3020.

PLEASE CIRCLE YOUR CORRECT RESPONSE

6.1	<p>Will the event require water or electricity? If yes, list the exact locations and amount required. Limited water and electricity is available. Fee is \$50.00 per electric line and \$30.00/hour if an electrician must attend your event. Water for weighted tents and/or vendors is available from the nearest water hydrant. Use for one to ten days is \$100.00 payable in advance. Call 717-238-8725 for more information. Permittee must supply all hoses, extension cords and electrical safety ramps. Unramped wires are not allowed. All water and/or electricity fees must be paid separately.</p>	YES	NO
6.2	<p>Will you or another vendor be selling soda or beverages? If yes, contact DPRE at 717-255-3020.</p>	YES	NO
6.3	<p>Will the event require extra trash barrels and a special trash removal schedule? If yes, list the exact number, location, and trash removal frequency required.</p>	YES	NO
6.4	<p>How many vehicles will be parked at the event site? Only event organizers vehicles allowed at event site properly, such as grass, fields, etc. All organizers' vehicles must be accounted for by applicant and proof of Personal Auto Liability Coverage for each registered driver must be attached to this permit. Absolutely no vehicles allowed North of Walnut Street Bridge without a Parking Permit. Violators will be ticketed or towed. You may be expected to pay parking fees during operational and special events hours, including but not limited to sporting events, etc.</p>	_____	
6.5	<p>Will any temporary structures (tents, stages, etc.) be erected? If yes, describe the structures in detail, their exact locations, and how they will be erected and removed. All tents must be FREE-STANDING/NO CAMPING TENTS. NO digging and/or staking allowed on City property. If an exception is required, call DPRE at 717-255-3020.</p>	YES	NO
6.7	<p>Will any signs or banners be erected? If yes, describe their type, material, and placement techniques, detailing and listing their exact locations; designate their placement and removal times.</p>	YES	NO
6.8	<p>Will the event have vendors, peddlers or concession sales? If yes, please provide a list of vendors, items to be sold, placement locations, and any special requirements they may have. Also attach a copy of their City of Harrisburg Mercantile License <i>and/or</i> Health License. Call 717-255-6513 for licensing information.</p>	YES	NO
6.9	<p>Will the event offer any entertainment? If yes, describe the entertainment and give the exact arrival, performance, and departure times, performance locations, and any special requirements such as electricity, staging and access.</p>	YES	NO
6.11	<p>Will the event require private stand-by Paramedic/Ambulance service? If yes, please contact Community Life Team, Inc. at 717-236-5947. Permit holder is responsible for all fees.</p>	YES	NO
6.12	<p>Will the event require the presence of Harrisburg Police? If yes, please contact the Harrisburg Police Bureau at 717-255-3010.</p>		

RELEASE AND WAIVER OF LIABILITY

____ I hereby apply to the City of Harrisburg to rent and use the facility, or facilities during the dates and times as mention in the attached application, for a private and/or public function.

____ I understand that by renting this or these facilities I will expose myself and my guests to normal risks of injury or harm associated with nature, sporting events and activities, picnics and social gatherings, musical events, and/or passive recreational activities.

____ I hereby assume all risk and responsibility of damage to the property of the City of Harrisburg as it relates to my event and my use and/or misuse; and hold the City of Harrisburg, its agents and representatives harmless for any and all suits relating to the use of City owned facilities.

____ I understand that under PA Law I am responsible for placing a PA One Call if my event so requires. I will be responsible for the following four steps taking place before any digging is attempted by members of my event. 1) Obtain approval for all digging and/or staking from the Department of Parks, Recreation and Enrichment at 717-232-3017. 2) Place the PA-One Call (800-242-1776), obtain a serial number and provide the serial number to the DPRE office. 3) Ensure there are no penetrations within 18" of any utility marking. 4) Ensure all participants (including vendors) area aware of these terms and that failure to comply will result in automatic cancellation of the park permit.

____ I hereby fully and forever release, discharge, and agree not to sue The City of Harrisburg, any of their officials, elected or appointed, employees (past or present), and contractors/vendors (past or present), sponsors or their officers, directors, agents, employees representatives, and successors for any and all claims, causes of action or liability for any injury, loss or damage sustained or incurred by me or my guests arising out of or in any way associated with our attendance at or participation in my event through this contracted rental.

____ I hereby fully and forever release, discharge, and agree not to sue The City of Harrisburg, any of their officials, elected or appointed, employees (past or present), and contractors/vendors (past or present), sponsors or their officers, directors, agents, employees representatives, and successors for any loss, damage or expense brought on by me, anyone acting on my behalf, or anyone else because of conduct attributed to me.

____ I agree that this Release and Waiver of Liability shall be construed and interpreted according to the law of the State of Pennsylvania. I understand and agree that this Release and Waiver of Liability shall be binding upon my heirs, assigns and any personal entity acting upon my behalf.

____ I have read the above items of the Release and Waiver of Liability, understand them, agree to abide by them, and hereby acknowledge that I understand this Release and Waiver of Liability.

Signed _____

Date _____

PARKS, RECREATION AND ENRICHMENT RULES AND REGULATIONS

1. No attaching posters, signs, placards, etc. to any public property. (Trees, poles, monuments, and buildings.) 10.301.2
2. No defacing, disfiguring, damaging or tampering with Parks property. 10.301.2
3. Any person using restrooms in any park shall leave them in a neat and sanitary condition. 10.301.2
4. No person shall throw litter, liquid or solid in any fountains, ponds, lakes or streams. 10.30.7 (a)
5. No person shall dig, remove, park or deface any beach sand, rocks, stones, trees, etc. 10.301.2
6. No person shall dump litter in any park or waters, but shall be placed in the proper receptacles where these are provided. 10.301.7
7. No person shall drive a vehicle in any park at a rate of speed exceeding fifteen (15) miles per hour. 10.301.10 (d)
8. No person shall drive a vehicle in any park in other than established or designated parking areas. 10.301.8 (a)
9. No person in any park shall hunt, trap or pursue wild life at any time. 10.301.13 (a)
10. No person shall leave a picnic area in any park before any fire started is extinguished and before all garbage and trash is placed in the proper receptacles. 10.301.14 (c)
11. No person shall be under the influence of intoxicating liquor or drugs in any park or have possession of drugs and/or alcohol. 10.301.17 (a)
12. No person shall build or attempt to build a fire in any park except in such area designated. 10.301.17 (d)
13. All dogs and other pets must be leashed at all times. 10.301.27 (d)
14. No person shall allow or permit any dog or other animal to void urine or excrement on any park/playground. 10.301.17 (d)
15. Vending is prohibited unless licensed by the Parks, Recreation and Enrichment Department.
16. Park/Playground hours are 6 am to 10 pm, daily.
17. Rain dates require additional permit application fees.
18. Facility must be left in exactly the same conditions you found it. All poles, props, etc. that have been erected must be removed.
19. No fishing at Italian Lake. 10.301.13 (d)
20. Fewer than 20 people may assemble without a permit. 10.301.20 (a)

If any Parks, Recreation, and Enrichment employee or member of the public happens to observe any violations of any of the above Rules and Regulations, he/she should take the following action:

1. Make no move to physically stop the offending party.
2. Obtain all information concerning the violation
 - a. Make of Vehicle
 - b. License Plate Number
 - c. Description of person(s)
 - d. Location of violation
 - e. Type of violation Etc. (any pertinent information regarding incident)
3. Contact Parks, Recreation and Enrichment main office @ 717.255.3020
4. For emergencies dial 911.

PERMIT APPLICATION REGULATIONS

*****Permit holders please be aware there are other entities on City Island that have permitted rights to use Island areas. Permit holders shall not interfere with those others, their employees or their operation. *****

The City of Harrisburg 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 the normal conduct and use of City parks and recreational facilities.

By submitting this Permit Application, the applicant is certifying that no expense will be borne by the City of Harrisburg in connection with the event or activity described in this Application for which the City will not be fully reimbursed. Further, the applicant certifies that the City 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 that the City is fully indemnified and held harmless from any claims or judgments arising from such. All park permit activities must be fully insured by the applicant with the City named as an "Additional Insured." All facilities are rented in "as is" condition.

The extensive volume of requests for utilization of City-owned parks necessitates a proper format for the scheduling of such use. Further, past experience involving damage, loss, and failure to reimburse or pay valid due fees and costs to the city by various users has necessitated the establishment of user rules and regulations for such facilities. Insurance, liability, legal, and safety concerns also require certain rules to be in place. Current requirements and stipulations governing the use of city-owned property are contained generally in this Permit Application. The city reserves the right to: set special conditions with regard to any planned use, require payment in advance or deny any Permit Application for failure to meet any of the stated conditions or because of past adverse experience involving either the type of planned use or the applicant. Resident fees are specifically for residents or business owners in the City of Harrisburg's corporate limits. All others will be assessed non-resident fees. There are no waivers or reductions of any fees for any park.

Please submit a Check or Money Order payable to "City Treasurer". Any check returned for insufficient funds or on which payment has been stopped will result in automatic cancellation of the Permit. Please mail fees, Permit Application, Permit Event Questionnaire Information, waiver, and needed Proof of Insurance to Department of Parks, Recreation and Enrichment, Suite 405, 10 N. Second Street, Harrisburg, PA 17101.

PERMIT HOLDER RESPONSIBILITIES

A. The permittee is completely responsible for cleaning up after the event. If additional clean-up is needed you will be billed for manpower and equipment costs, or \$200.00, whichever is greater. A \$100.00 deposit is required by separate check or money order made payable to "City Treasurer."

B. If it is determined by the City that Police, DPRE staff, or other City personnel resources must be present to ensure the safe operation of your event, the Permittee must pay for all personnel and equipment costs. The city 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 Release and Waiver of Liability.
2. Applicants must provide proof of Personal Auto Liability Coverage for themselves and all others who plan on driving and parking on-site.

Private Events with estimated attendance of 51 or over or Public Events with no attendance limit:

1. Applicants must provide Event Liability coverage of \$1,000,000 per occurrence and \$1,000,000 aggregate ill: 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.

******All insurance certificates shall be originals listing the City of Harrisburg as an Additional Insured All certificates must be signed by a licensed insurance broker or insurance company representative. Sub limits shall not be less than the per occurrence limit amount required. If certificates are not received at least ten (10) days prior to the event, the permit is not valid**

REFUND POLICY

If you cancel your permit at least 30 days prior to the date of your event, you will receive a full refund. If you cancel your permit less than 30 days before your event you will receive no refund. If the City cancels your event, we will either provide you with an alternate date or a refund of your park permit fees only. The City bears no obligation to provide you with reimbursement for any out-of-pocket expenses that the permit holder may have incurred related to organizing or promoting 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. Any and all rain date fees are non-refundable.

NON-EMERGENCY CONTACTS

Communications Center 717-558-6900

Emergencies only, call 9-1-1