



Borough of Sellersville

Pavilion/Park Reservation and Event Application

Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip _____

Email Address: _____

Cell Phone Number: _____

Purpose of Application

_____ Public Gathering – Birthday party, bridal/baby shower, family gathering, group meeting, etc. at Druckenmiller Playground or Lenape Park. **Please fill out Pavilion/Park Reservation – Page 2**

_____ Event such as parade, block party, festival, fundraiser, or any large gathering requiring use of Sellersville Borough streets, staff, etc. **Please fill out Event Application – Page 3**

- Requests require 45 days prior to reservation/event date
- All reservations and events with 50 or more attendees require Council approval
- Requests for additional services does not guarantee services can be provided
- All reservations require a Certificate of Insurance evidencing \$1,000,000 in Comprehensive General Liability Insurance and naming Sellersville Borough as Certificate Holder and Additional Insured. The Certificate of Insurance must be received no later than 2 weeks prior to the reservation/event.

Pavilion/Park Reservation

Date Requested: _____

Time Start: _____ Time End: _____

Number of People Attending: _____ (if more than 50 people, Council approval required)

Purpose of Reservation: _____

Facility Requested

_____ Druckenmiller Playground Pavilion - \$10 Fee + Escrow Check*

_____ Lenape Park - \$100 Escrow Check*

*All reservations require an escrow check made out to "Sellersville Borough" in the amount of \$100 to hold for damages. The escrow check will be returned if the grounds are properly cleaned and not damaged following an inspection by Borough employees. Please provide a self-addressed stamped envelope.

PLEASE HAVE YOUR PERMIT WITH YOU DURING YOUR EVENT

If you find any problems when you arrive, please contact the Borough at (215)257-5075 or the Perkasio Borough Police Department Non-Emergency Number at (215)257-6876.

Event Application

Name of the Event: _____

Description of the Event: _____

Date: _____ Start Time: _____ End Time: _____

Estimated Number of People Attending: _____ (if more than 50 people, Council approval required)

Location of Event: (attach sketch map) _____

Secondary Contact and Phone Number for the Event: _____

Are you Requesting Road Closures? Yes No

If yes, list roads (and include road closures on map):

Will there be parking restrictions: Yes No

If yes, list roads/areas (and include parking restrictions on map):

Police: Yes No

Fire Police: Yes No

Trash Collection: Yes No

Special Requests: _____

Food Trucks: Yes No

Vendors: Yes No

Musicians/Entertainment: Yes No

(If yes to any of the above, provide list on separate page & mark locations on your sketch map)

Fees:

\$ 50 Non-Profit Base Permit Fee

\$100 For Profit Base Permit Fee

\$10 per Additional Date Fee

Additional Fees:

\$60 Road Closure Fee (per hour)

\$ Police Fee – as per Perkasio Police Department

Waiver and Insurance Requirements

Indemnification

To the fullest extent permitted by law, the Applicant agrees to defend, indemnify, pay on behalf of, and save harmless Sellersville Borough, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorney's fees and all other costs connected therewith, arising out of or connected to the Applicant's use of occupancy of the premises of the Borough.

Insurance

All reservations require a Certificate of Insurance, naming Sellersville Borough as Certificate Holder, evidencing \$1,000,000 in Comprehensive General Liability Insurance and must be received no later than 2 weeks prior to the event. The Borough holds the right to cancel a reservation with no refund if the required paperwork is not provided.

Waiver of Subrogation

Such waiver shall apply regardless of the cause of origin of the loss or damage, including the negligence of the Borough and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Applicant shall advise its insurers of the foregoing and such waiver shall be provided under the Applicant's commercial property and liability insurance policies and the Applicant's workers compensation insurance policy, if any.

Damage to Property of the Applicant and its Invitees

The Applicant and its employees, officials, volunteers, and agents shall be solely responsible for any loss or damage to property of the Applicant or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the Borough.

Damage to Borough Property

Applicant assumes full responsibility for taking cognizance of the facility conditions at the time of the program. Applicant will be responsible for all damages resulting to or from use of this property. Upon completion of Applicant's operations, Applicant agrees to leave the property in the same condition as it existed before operations or pay for and complete restoration of said property within 15 days of the completion of the event.

SELLERSVILLE BOROUGH PLAYGROUND AND PARKS RULES

CODE OF THE BOROUGH OF SELLERSVILLE CHAPTER 94, PARKS AND RECREATION AREAS

§94-1. Regulations established.

The following regulations are hereby established for the management of all public park, playground, recreation, and open space lands owned and/or leased by the Borough of Sellersville.

- A. No littering. No person shall dispose of any waste except in receptacles designated for refuse. All persons using said public lands shall dispose of all refuse left by them in the refuse receptacles provided by the Borough of Sellersville.
- B. Indecent language, gambling, and immoral actions are prohibited within such public lands.
- C. No person shall injure, deface or destroy any notice, posted regulation, plant, tree, shrub, sign, structure, equipment or material.
- D. Speed limits for all motor vehicles of any kind whatsoever shall be 10 miles per hour, and all such motor vehicles shall be restricted to designated roadways and parking areas only.
- E. No motor-propelled watercraft shall be permitted on any waterway within any public lands of the Borough of Sellersville.
- F. Fires may be built in the designated areas only.
- G. No pet is permitted to run at large. All pets shall be supervised and restrained by a leash.
- H. All alcoholic and/or malt beverages, narcotics and/or other dangerous drugs are prohibited at all times in any public lands of the Borough of Sellersville.
- I. Horseback riding shall be permitted only on designated trails.
- J. Hunting and target shooting is prohibited. The use of bows and arrows shall be permitted only in designated posted areas. No person, other than a law enforcement officer acting within the scope of his or her duties, shall discharge any firearm except as permitted under state law.
- K. Organized and supervised camping shall be permitted in designated areas only. All such organized and supervised overnight camping is subject to a permit issued by the Borough office and the payment of any fee required by resolution of the Sellersville Borough Council.
- L. All public parks, playgrounds, recreation areas and open space areas close at dusk, except for activities sanctioned by the Sellersville Parks and Recreation Board or the Sellersville Borough Council.

§94-2. Violation and Penalties

This chapter shall be enforced by a criminal action in the same manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure. A person convicted of violating this chapter shall be sentenced to pay a fine not to exceed \$1,000 per violation, plus court costs and reasonable attorney's fees incurred by the Borough of Sellersville, or to imprisonment for not more than 90 days, or both. Violations of more than one provision of this chapter shall constitute separate violations. Each day that a violation of any provision of this chapter continues or occurs shall constitute a separate violation.