

# Special Events



## Agreement and Permit Application

<http://www.co.butler.pa.us/Parks-and-Recreation>

## Application for a Special Event

**THIS FORM MUST BE COMPLETED IN ITS ENTIRETY, USE N/A IF NEEDED**

Alameda Park (  )

Diamond Park (  )



### **BUTLER COUNTY PARK SYSTEM USE POLICIES AND PROCEDURES**

Butler County Park system is owned and maintained by the County of Butler. Diamond Park is located directly across from the Butler County Courthouse at the intersection of Main and East Diamond Streets in the City of Butler, PA. Alameda Park is located at 183 Alameda Park Rd, Butler, PA.

### **USE OF BUTLER COUNTY PARK SYSTEM-GENERAL POLICIES FOR RESERVATIONS AND APPLICATIONS**

- Butler County Park system is available for public use free of charge. Reservations require a Clean-Up/Damage Deposit of \$200.00. This deposit, or portions thereof, may be retained to cover additional cleanup costs, damage to park property, or loss or damage of equipment.
  - To reserve Diamond Park, contact the Butler County Parks and Recreation Department in Alameda Park by phone at 724-284-5383 or at the park office.
  - Any street permissions needed for the use of Diamond Park, must contact the City of Butler, Mindy Gall, City Clerk at 724-284-4124, located at 140 West North Street, Butler, PA 16001.
- Butler County Park system is available for use Monday through Sunday from dawn to dusk. Events scheduled to begin or end after these hours are subject to approval by the Commissioners' office.
- Individuals or groups interested in reserving the park must complete and sign a Special Event Permit Application ("Permit Application") and return it with a certificate of insurance listing Butler County as an additional insured. Butler County Parks and Recreation shall be listed as additional insured on the certificate of insurance as follows: County of Butler, PO Box 1208, Butler, PA 16003.
  - Return completed form and certificate of insurance to Butler County Parks and Recreation, Special Event Permit, 184 Alameda Park Road, Butler, PA 16001.
- Reservations are made on a first-come, first-served basis based on submission date and time of the completed Permit Application inclusive of all required certificates.
- Use of electrical distribution outlets or equipment in Butler County Park system is on a first-come, first-served basis. If use of electric is required for your event, you may be subject to fees as described on the application. Wiring in the Butler County Park system is to the 2002 NEC specifications. The County of Butler and its employees are not liable for electrical hook-ups or any damage to users' equipment arising from use of electrical distribution outlets. Sound must be kept at a reasonable level so as not to disturb nearby businesses or residents.
- Permit holders are responsible for leaving Butler County Park system in an orderly and clean condition immediately after the conclusion of the event. All trash must be placed in trash receptacles, and all decorations, banners, food, drink, etc. should be removed.

### **COMPLIANCE AND SECURITY**

- All applicants must comply fully with all local, state, and federal laws, as well as with the County's policies and procedures for use of the Butler County Park system.

- Butler County Park system security is under control of the County, and events are subject to inspection by County officials at any time.
- Permission for use of Butler County Park system may be revoked by the County in an emergency, due to weather conditions, interference with County business, disruption of local business, misuse of facilities, or violation of policies and procedures. In no event shall the County be liable for loss or damage under any circumstance that may arise out of the County's revocation of permission to use the park.
- Permit holders are expected to use due caution and avoid reckless or irresponsible behavior while in the Butler County Park system. The following are park policies:
  - a. Use of tobacco products is prohibited within Butler County Park system, including e-cigarettes and vaporizers.
  - b. No alcohol or alcoholic beverages are permitted within the Butler County Park system.
  - c. No food preparation is permitted within the Butler County Park system.
  - d. No glass containers of any type are permitted within the Butler County Park system.
  - e. No soliciting is permitted within the Butler County Park system without prior approval from the County Chief Clerk.
  - f. Nothing may be affixed, erected, or mounted to any surface within the Butler County Park system without specific permission granted in the Permit Application.
  - g. No skateboarding or skating is permitted within the Butler County Park system at any time.
  - h. No animals are permitted within the Butler County Park system with the exception of service animals with guide clearly identified.
  - i. No vehicles or motorized equipment are permitted within the Butler County Park system or on any sidewalk adjacent to Diamond Park. All vehicles must remain on the street. Applicants are expected to notify the City of Butler regarding use of streets surrounding Diamond Park, including for loading or unloading.

## **INDEMNIFICATION**

- Individuals and groups using the Butler County Park system assume responsibility for any loss or damage occurring on the grounds, and agree to indemnify and hold harmless the County of Butler and its representatives from and against any and all claims, demands, judgments, settlements, damages, actions, causes of actions, injuries, administrative orders, consent agreements and orders, liabilities, penalties, costs, and expenses of any kind whatsoever which may arise or be asserted, directly or indirectly, with regard to the use of Butler County Park system, its facilities and grounds, or through any defect in said premises, including sidewalks and steps.
- Butler County assumes no responsibility for damage to, loss of, or theft of any item brought into Butler County Park system by permit holders and/or their guests.
- IN CASE OF EMERGENCY CALL 9-1-1. If personal injury or loss/damage to property occurs in connection with the use of the Butler County Park system, its facilities or grounds, it must be reported to Butler County Parks and Recreation at (724-284-5383) immediately, or if after regular business hours or on the weekend, to Butler County Communications at 724-287-7769.
- Butler County Park System specific to Alameda Park may have reservation fees apply. Shelters or part of the facility that may be used/rented/blocked off from public use. This is in addition to the security deposit of \$200.00(security deposit is refundable upon inspection).
- Any fee, security deposit, or certificate of insurance required by the Ordinance may be waived if the activity is protected by the First Amendment of the United States Constitution and the requirement would be so financially burdensome that would preclude the applicant from using Park property for the proposed activity.

## SPECIAL EVENT PERMIT APPLICATION

This application must be completed and returned to Butler County Parks and Recreation a minimum of 60 days prior to the event date. For additional information, please contact the office at (724)284-5383. Please note and, as included in the registration and promotional information, that alcohol is prohibited in the Butler County Park system. Requests are only permitted in the current year.

Alameda Park (  )

Diamond Park (  )

Type of Event:  Run/Walk  Bicycle Event/Race  Pedestrian Race (5K)  Festival Fundraiser

Other (specify): \_\_\_\_\_

Name of Event: \_\_\_\_\_

Set-Up Date & Time: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Date & Time that assembly/set up begins: \_\_\_\_\_

Date & Time that the event begins: \_\_\_\_\_

Date & Time that the event ends: \_\_\_\_\_

Date & Time that the breakdown/clean-up ends: \_\_\_\_\_

Location of the event: \_\_\_\_\_

Rain Date & Time (upon availability): \_\_\_\_\_

Size of the Event (estimated number of people on-site at one time)

(  ) 0-250

(  ) 251-500

(  ) 501-1,000

(  ) 1,001-3,000

(  ) 3,000-5,000

(  ) 5,001+

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### Applicant Information

Organization: \_\_\_\_\_

Applicant Name & Association to the Organization: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Event Day Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Is Organization a Non-Profit or Government User: \_\_\_\_\_ Yes \_\_\_\_\_ No

You will need to show your Non-Profit Status.

Certificate of Liability of Insurance, naming Butler County Parks & Recreation Insured: \_\_\_\_\_ Yes \_\_\_\_\_ No

**\*A copy of Insurance Certificate may be requested a minimum of 30 days prior to the event\***

1. Will animals be part of your event?  YES  NO

If yes, contact information listed below:

Name of Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Please also provide detailed location of where said animals are going to be located. Will any bedding/food be spread out throughout the area? **Plan for pet waste removal and disposal.**

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2. Will vehicles or motorized equipment be a part of your event?  YES  NO

If yes, please describe in detail, reason and show location on detailed map.

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3. Will you collect a fee for admission to the event?  YES  NO

If yes, please provide amount of admission and where collector will be located:

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4. Will the event be catered?  YES  NO

If yes, list caterer contact information below:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

5. Will non-food items be sold?  YES  NO

If yes, please provide a list of items:

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6. Will you set up tents/canopies or stages?  YES  NO

If yes, please describe in detail the reason and location.

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7. Will you provide additional restrooms?  YES  NO

Port-A-John: List the number you are ordering (There must be at least one handicap accessible restroom.

One (1) Port-A-John per 250 people is recommended.

Location(s) of toilets (Please indicate on site plan)

Restrooms: (If sanitary facilities are opened/closed by County Staff, an additional cost may be applied.)

| How many? \_\_\_\_\_ If yes, list provider contact information below:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

8. Will you provide additional trash receptacles?  YES  NO

If yes, how many? \_\_\_\_\_ provide location: \_\_\_\_\_

9. Will you provide security and/or traffic control?  YES  NO

If yes, list provider contact information below:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

10. Will you need any road gates opened?  YES  NO \*Alameda Park Only\*

If yes, which gates will you need opened? \_\_\_\_\_

**Please be aware that someone must secure the gate at all times during the event from the time the gate is**

**unlocked up until the gate is locked again.** Please describe the scope of your set up and any needs of County employees.

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Please describe your plan for clean-up and removal of debris and garbage during and after the event.

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**11. Non- Profit Waiver of fee:**

Is the applicant requesting a waiver of any required fee due to non-profit status?  Yes  No

**Please be aware the security deposit and certificate of insurance may still be required.**

**\*Please refer to the indemnification section of this application. \***

**Documentation is needed to show your Non-Profit Status.**

If yes, provide a detailed explanation of the basis for the waiver request:

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**12. Is the applicant requesting an expedited review of the permit request?  Yes  No**

If yes, provide a detailed explanation of the request for an expedited review:

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## **Electricity Information**

1. Are you requesting to use any County access electrical service?  Yes  No

If yes, please list your needs on the Alameda Park Map on page 8 or the Diamond Park Set-up Map on page 9 and contact the Parks & Recreation Department at (724) 284-5383.

**USE OF ELECTRIC IS SUBJECT TO THE FOLLOWING FEES:**

**Fees are subject to change.**

**\$60 PER HOUR FOR 1 FACILITIES STAFF**

\*Fees are subject to County of Butler rates and size of event will determine number of staff needed.

**\$125 PER DAY FOR ELECTRICITY CONSUMED**

**(Note: Events that are conducted as fundraisers for non-profit organizations or are provided by County organizations for the purpose of promoting community only and not conducted for benefit of personal or business profit will receive a 50% discount in year one, 40% in year two, and 30% in year three and all subsequent years.) \* Documentation is needed to show your Non-Profit Status\***

2. Site Plan Attached?  YES  NO

If submitting a hard copy of the application, please create the site plan using the instructions below and include with the application pages.

If submitting an online application, please create the site plan, save as a pdf and attach to the online application. Instructions for creating the site plan:

**Site Maps:**

Site maps are recommended such as those obtained from [www.maps.google.com](http://www.maps.google.com) and [www.mapquest.com](http://www.mapquest.com).

Please include a detailed layout of the event area and indicate the location of all of the following, (if applicable):

- Stages
- Tents
- Power and water sources
- Food vendors
- Retail vendors
- Portable toilets
- Other items, please specify \_\_\_\_\_

3. Do you have any special needs requests to Butler County Parks and Recreation be ADA compliant?

\_\_\_\_YES\_\_\_\_NO

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4. Damage Deposit Included (AMOUNT \$200.00) \_\_\_\_YES\_\_\_\_NO \*Checks are payable to "County of Butler"\*

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### **Weather Plan**

Please note: Cancellations will be decided by Butler County Parks and Recreation Director. The event will be only cancelled due to severe weather alerts or anything that interferes with the safety of others.

1. Who is responsible to notify attendees regarding inclement weather conditions and how will they do it? **Please note: County of Butler does not provide winter maintenance.**

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2. Where will your attendees seek shelter and has permission been granted for the space(s)?

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I have read this Special Event Agreement and Permit Application and have accurately and truthfully completed the application to the best of my knowledge. I agree that I will obtain any other permits necessary and will follow the guidelines and requirements set forth in the booklet.

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Applicant Signature

Date

\_\_\_\_\_Approved

\_\_\_\_\_Not Approved

\_\_\_\_\_Date

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**Maria Malloy Chief Clerk**

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**Lance Welliver, Director**

# Shelter Map of Alameda Park

Butler County, Pennsylvania

Number	Shelter
1	Carousel Shelter
2	Jaycees Shelter
3	Steelworkers Shelter
4	Kiwanis Shelter
5	Lions Shelter
6	Pine Shelter
7	Holly Shelter
8	Masonic Shelter
9	Rotary Shelter
10	Odd Fellow Gazebo
11	Shelter 1
12	Shelter 2
13	Shelter 3
14	Shelter 4



Parking

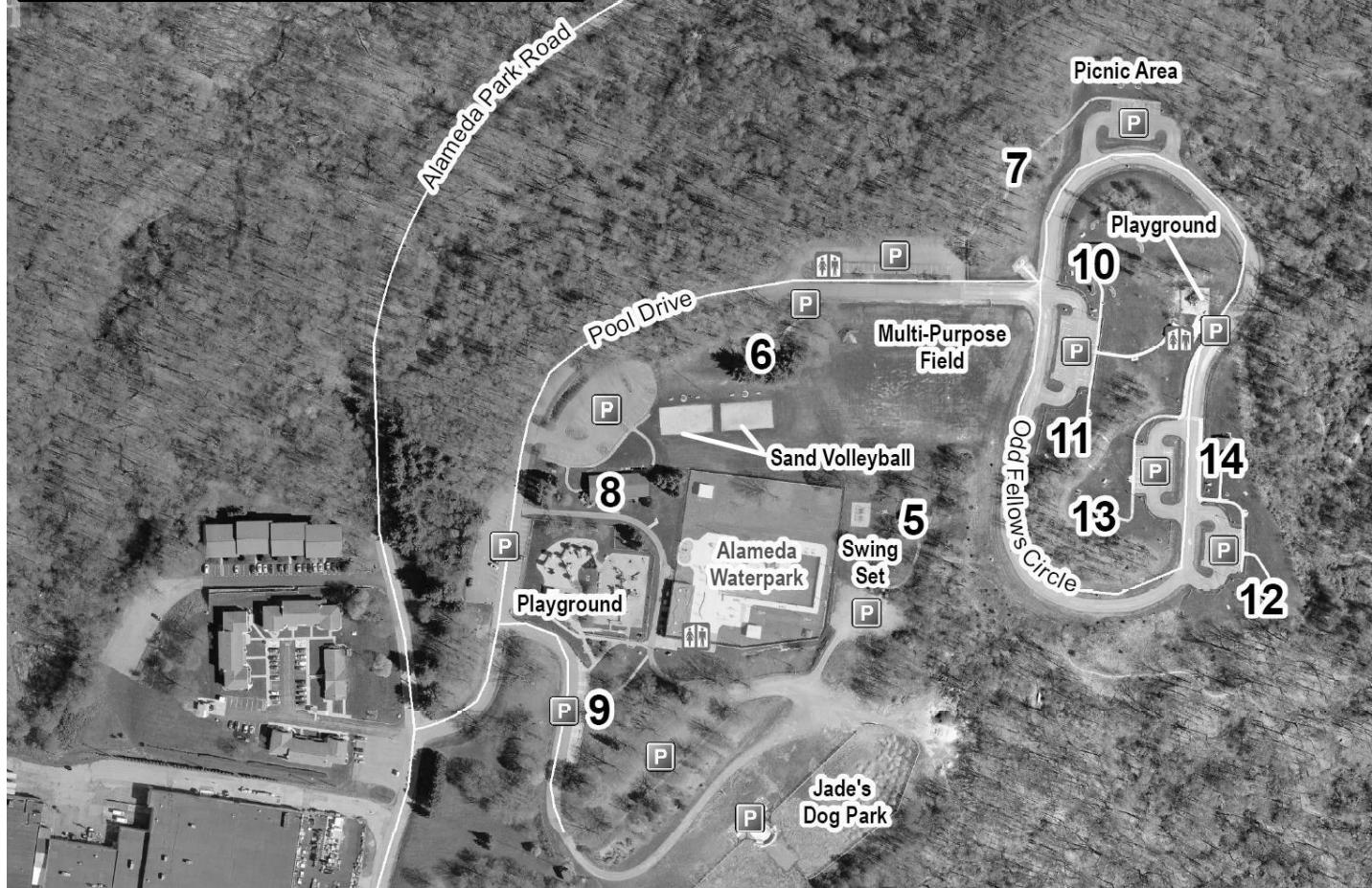
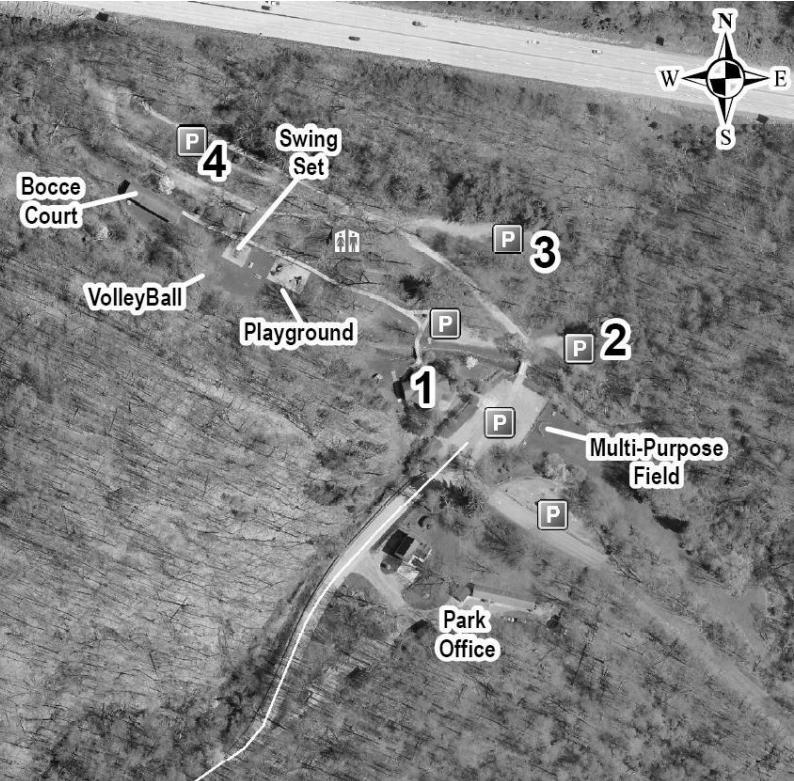


Restroom

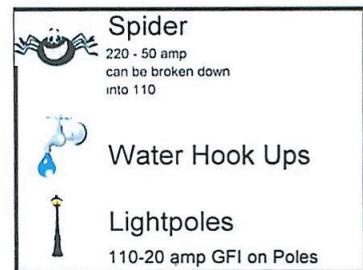


## Butler County Parks & Recreation

184 Alameda Park Road  
Butler, PA 16001  
724-284-5383



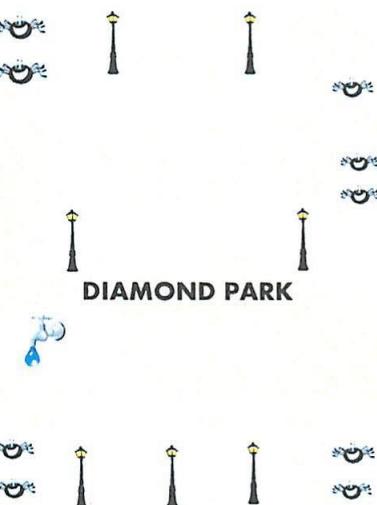
## DIAMOND PARK SET UP



CHURCH



DIAMOND PARK

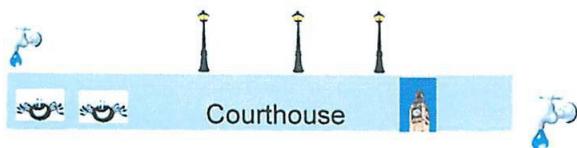


NORTH

SOUTH



Main Street



File EXCEL: Diamond Park Usage/Map Blank

Lafayette Side