



CITY OF HARRISBURG
DEPARTMENT OF PARKS, RECREATION AND ENRICHMENT
MLK City Govt. Center, 10 N. 2nd Street, Suite 401, Harrisburg PA 17101
Telephone (717) 255-3020 FAX (717) 255-6554

RIVERFRONT PARK/CITY ISLAND/CAPITAL AREA GREENBELT
PARK PERMIT APPLICATION 2011

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 and payment must be submitted at least ten (10) working days prior to your event. Incomplete forms will be returned. All fees subject to change without notice.**

PLEASE PRINT CLEARLY IN BLUE OR BLACK INK

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

Event Date(s): _____ / _____ /2011 Times: Set-up _____ Start: _____ End: _____
[month(s)] [day(s)]

Playground or Site: (refer to list on page 2) _____

Event title or description: _____

Type of event, check one:

- Private - family/neighbors/group only** - number attending: _____ support vehicles used _____
- Private & Charging an admission or registration 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 in park. Complete written description of the event, including other entities involved, vehicles and special equipment to be placed in 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 in 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 or DPRE Park Rangers have been contracted to patrol event.
- Include my event date, time, and contact info (name and phone number) in City public listings. (Public events only.)

Note: Events utilizing multiple Riverfront Park and/or City Island areas, or requiring City street closures, or with anticipated attendance of 500 or more, may require an operations plan to be included with this application. If in doubt, call 717-255-3020 before completing this application.

PERMIT APPLICANT INFORMATION (Permits will only be issued to name and address on application.)

Organization: _____ Phone: _____

Individual or Contact: _____ Fax: _____

Street address: _____ Zip: _____

Email: _____ Applicant Signature: _____ Date: _____

By accepting this Park Permit, the permittee shall be bound by all Parks and Recreation rules, regulations and applicable ordinances as set forth in the Park 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 \$ _____ = Total Permit Fee \$ _____ + Processing Fee \$20.00

Total Fee: \$ _____ Method of Payment: Check Cash Money Order Other
(Permit Application not valid unless signed by the Director or other authorized DPRE personnel.)

Permit Application Approved by: _____ Date: _____

SKYLINE SPORTS COMPLEX RULES AND REGULATIONS

- A.** No special effort or expense will be undertaken by the City to allow a game under adverse weather or field conditions. Decisions to cancel games will be at the sole discretion of the City due to past damage to field areas by users during adverse weather. The person listed as the Park Permit Contact Name will be telephoned at least 30 minutes before the start of the Park Permit time if the permitted event is cancelled by the City. The City assumes no expense or obligation in any cancellation, but will attempt to accommodate the permit holder by rescheduling the event.
- B.** A total of four (4) Park Permit related equipment vehicles are allowed on the PAVED area of the Complex. Contact the DPRE Office for mandatory parking passes.
- C.** Absolutely NO VEHICLES OF ANY TYPE ALLOWED ON NON-PAVED SURFACES, ESPECIALLY THE PLAYING FIELD. Contact the DPRE Office for assistance in placing any special game equipment on the Field.
- D.** Only Team Members, Coaches, Officials, and Trainers are allowed on the Playing Field, or in the Press Box, Ticket Booth, Concession Building, and Locker Rooms.
- E.** Permittee must provide its own Scoreboard Operator or Microphone Operator if city equipment will be used. The City will train the Permittee's designate on system operations immediately prior to game time.
- F.** Permittee is responsible for placing turf lines and field markers on the playing Field. Permittee must paint lines within 24 hours prior to the Park Permit commencement. Contact the DPRE Office for scheduling information.

	NON-RES.	RESIDENT
3.1 <input type="checkbox"/> City Island RiverView Pavilion (9 AM to 10 PM) 12 Picnic Tables in place	200.00	100.00
<input type="checkbox"/> Extra Picnic Tables-capacity: 72 (# of tables ____ x \$15.00 non-res. & res.) =	____.00	____.00
3.2 <input type="checkbox"/> Carousel Pavilion or North Parking Lot areas (9 AM to 10 PM) (Additional parking charges may be applied)		
<input type="checkbox"/> Pavilion capacity-300 people (existing 110v/30 amp electric service only)	650.00	400.00
<input type="checkbox"/> 50 Picnic Tables in place - seats 6 adults each	N/C	N/C
<input type="checkbox"/> Extra Picnic Tables (# of tables ____ x \$15.00 non-res. & res.) =	____.00	____.00
3.3 <input type="checkbox"/> Skyline Sand Volleyball Courts - Four Courts Total (limited availability)		
<input type="checkbox"/> 9 AM to 12 PM (# of courts ____ x \$12.00 non-res. & res.) =	____.00	____.00
<input type="checkbox"/> 9 AM to 6 PM (# of courts ____ x \$15.00 non-res. & res.) =	____.00	____.00
<input type="checkbox"/> 6 PM to 8 PM (# of courts ____ x \$12.00 non-res. & res.) =	____.00	____.00
<input type="checkbox"/> 8 PM to 10 PM (# of courts ____ x \$12.00 non-res. & res.) =	____.00	____.00
3.4 <input type="checkbox"/> Skyline Sports Complex (9 AM - 10 PM) Areas		
<input type="checkbox"/> Picnic Area with 4 Picnic Tables in place	120.00	60.00
<input type="checkbox"/> Extra Picnic Tables (# of tables ____ x \$15.00 non-res. & res.) =	____.00	____.00
<input type="checkbox"/> Soccer Field	400.00	200.00
Equipment		
<input type="checkbox"/> Field Lights	300.00	150.00
<input type="checkbox"/> Locker Rooms	200.00	100.00
<input type="checkbox"/> Scoreboard	100.00	50.00
<input type="checkbox"/> Sound System	50.00	25.00
<input type="checkbox"/> Concession Stand	50.00	25.00
<input type="checkbox"/> Ticket Booth	50.00	25.00
3.7 <input type="checkbox"/> City Island/Riverfront Park General Recreation Areas		
<input type="checkbox"/> City Island Beach Area	100.00	50.00
<input type="checkbox"/> 19th Hole (4 tables included - current capacity - 24 people)	100.00	50.00
<input type="checkbox"/> Walnut Street Bridge Plaza on City Island	100.00	50.00
<input type="checkbox"/> Swenson Plaza	100.00	50.00
<input type="checkbox"/> Kunkel Plaza	100.00	50.00
<input type="checkbox"/> Sunken Gardens	100.00	50.00
<input type="checkbox"/> South Riverfront Park area	100.00	50.00
<input type="checkbox"/> South Parking Lot Boat Ramp Area (organized tournaments & races)	100.00	50.00
<input type="checkbox"/> Extra Picnic Tables in any park area (# of tables ____ x \$15.00 non-res. & res.) =	____.00	____.00
3.8 <input type="checkbox"/> City Island/Riverfront Park Walk/Run/Bike Tour	350.00	200.00
<input type="checkbox"/> Extra Picnic Tables (# of tables ____ x \$15.00 non-res. & res.) =	____.00	____.00
3.9 <input type="checkbox"/> Capital Area Greenbelt (Please circle) Cameron Parkway Capital Area • Connecting Riverfront/City Island		
3.10 <input type="checkbox"/> Charging an Admission/Registration fee or a Fundraising Event	100.00	50.00
3.11 <input type="checkbox"/> # of additional Electrical Drops ____ x \$50.00/circuit with (1) 6-foot cord & quad box =	____.00	____.00
3.12 <input type="checkbox"/> Electricians, Special Maintenance, or Public Works Security Deposit	500.00	500.00
3.13 <input type="checkbox"/> # of additional consecutive days for use of any of the above =	____.00	____.00
3.14 TOTAL RENTAL AND MAINTENANCE FEES	\$ _____.00	\$ _____.00



PARK PERMIT APPLICATION REGULATIONS

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 Park 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 and recreational facilities necessitates a proper format for the scheduling of such use. Further, past experience involving damage, loss, and failure to reimburse or pay validly 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 parks and recreational facilities are contained generally in this Park Permit Application. The city reserves the right to: set special conditions with regard to any planned use, require payment in advance or deny any Park 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. The City will honor Parks Partnership discounts for the duration of membership.

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 Park Permit. Please mail fees, Park Permit Application, Park Permit Event Questionnaire Information, waiver, and needed Proof of Insurance to Department of Parks, Recreation and Enrichment, Suite 401, 10 N. Second Street, Harrisburg, PA 17101.

PARK 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, Park Rangers, DPR staff, Electrical Engineers, 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.
- C.** All City Island parking is in the larger City Island public parking lots located south of the Walnut Street Bridge. All cars without special City Island Parking Permits found north of the Walnut Street Bridge will be ticketed and towed without exception. You may be expected to pay parking fees during operational and special events hours, including but not limited to sporting events, etc.
- D.** No buses will be permitted north of the Walnut Street Bridge. Drop-off/pick-up areas are designated below the Walnut Street Bridge. All bus parking is designated in the south lot, south of the Market Street Bridge.

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 or 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. Sublimits 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 45 days prior to the date of your event, you will receive a full refund. If you cancel your permit less than 45 days but prior to 21 days before your event, you will receive 1/2 refund. If you cancel your permit less than 21 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

Park Rangers Office - 717-233-8275 Communications Center - Request a Ranger to the site 717-255-3131. Emergencies only, call 9-1-1
(Revised May 19, 2011)

PARK PERMIT EVENT CHECK LIST

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.

6.1 Will the event require water or electricity? YES NO

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.**

6.2 Will you or another vendor be selling soda or beverages? YES NO

If yes, contact DPRE at 717-255-3020.

6.3 Will the event require extra trash barrels and a special trash removal schedule? YES NO

If yes, list the exact number, location, and trash removal frequency required.

6.4 How many vehicles will be parked at the event site? YES NO

Only event organizers vehicles allowed at event site property, such as grass, fields, etc. . All organizer's 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.

6.5 Will any temporary structures (tents, stages, etc.) be erected? YES NO

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 digging and/or staking allowed on City property. If an exception is required, call DPRE at 717-255-3020.

6.6 Will the event require street closings and/or traffic control devices such as barricades, cones or tape? YES NO

If yes, list all requested street closings and their propose closing and re-opening times. Contact Bureau of Police at 717-255-3010 for street closure information. List types of traffic control devices, quantity you will use, locations, placement, and removal details. Permit Holder must supply these items.

6.7 Will any signs or banners be erected? YES NO

If yes, describe their type, material, and placement techniques, detailing and listing their exact locations; designate their placement and removal times.

6.8 Will the event have vendors, peddlers or concession sales? YES NO

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 and/or Health License. Call 717-255-6513 for licensing information.

6.9 Will the event offer any entertainment? YES NO

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.

6.10 Portable Restrooms? YES NO

City Island and Reservoir Park are equipped with accessible male and female restrooms and/or portable restrooms during specific months of the year, however other parks and playgrounds are not. If you need additional restrooms please contact a vendor of portable restrooms of your choice. Positioning of rented units must be indicated on park map (available by request.)

If Yes, Number of units _____ Drop off date: _____ Pick-Up Date: _____

6.11 Will the event require private stand-by Paramedic/Ambulance service? YES NO

If yes, please contact Community Life Team, Inc. at 717-236-5947. Permit holder is responsible for all fees.

6.12 Will the event require the presence of Harrisburg Police or Park Rangers? YES NO

If yes, please contact the Park Ranger Chief at 717-233-8275. Cost is \$20.00/hour per Ranger. To obtain the services of Harrisburg Police Officers, call Bureau of Police at 717-255-3010.



RELEASE AND WAIVER OF LIABILITY

INITIAL EACH PARAGRAPH:

_____ **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 agree** that I am responsible for my own safety.

_____ **I agree** that I am responsible for my guests safety to the point of producing a safe event or activity during the length of this contract.

_____ **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, it's 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 717-255-3020. **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.**

_____ I am at least 18 years old, authorized to act as an agent of the Requesting Party, and may legally sign this document.

Signed _____ Date _____