

# Steps to take and Application for use of Penn Forest Township Recreational Park

Step 1. Meet with the Park Committee at a Park meeting held every 3rd Wednesday of the month at 6:30.

Step 2. Upon approval from the Park Committee, fill out the form below and include a copy of your insurance meeting the criteria required and mail or email it to the Township at admin2@pennforesttownship.org.

Step 3. Once all paperwork is received, it will be put on the following month's Board of Supervisors meeting for approval. You may be present for this meeting if you like.

Meetings are the 1st Monday of the Month, 7PM at the township building

Please fill out information below completely:

Contact name: \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Contact email address: \_\_\_\_\_

Entity Name:

Non-Profit:            Y        N        (please circle one)

Describe the event you would like to have:

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Bring additional information if necessary.

What specific part of the park do you expect to use?

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Do you expect to have food trucks?\*        Y        N

During what hours will your event take place?

(the park is open from sunrise to sunset)

How many people do you expect to have at your event?\*

\* Garbage must be removed the day of the event

\*\* Depending on the number of people, we may require that additional porta potties are brought in. There may be an additional charge if needed.

Park meetings are held at the park concession stand from April to September and at the township building from October to March.

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Insurance requirements: (proof must be provided)

- At least the following policies of insurance; Commercial General Liability \$1,000,000 each occurrence; \$2,000,000 aggregate & Property Damage; \$250,000 each occurrence; \$500,000 aggregate

Food Trucks must provide a Food Concession Application, Proof of Liability Insurance, Servsafe Certificate and Automobile insurance directly to the township with a \$30 per day fee.

I read and agree with the rules and regulations attached (ordinance No. 2015-03)

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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