



# BOROUGH OF PERKASIE

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*Use one or both forms depending on the event.*

## **Park Facility Reservation Form and Event Permit Application Information**

The **Park Facility Reservation** Form is to be completed when any park pavilion and/or facility is reserved for an organized event. However, if a public advertised gathering of 25 or more and/or live entertainment, disruption of traffic (e.g. 5K-Run), special services are required (e.g. trash services and electric) or retail operation (e.g. vendors) are involved, Perkasio Borough Council approval is necessary and an additional Event Permit Application must be submitted.

The **Event Permit Application** must be submitted 45 days prior to the event and should consist of specific details pertaining to a Parade, Block Party, Festival, 5K Run, Reunion, etc. Regarding the Park Facility Reservation Form and the Event Permit Application, additional Borough organizations and/or departments must be made aware of the specific requests of the application or sponsor as they pertain to them. The organizations and departments are: Police, Public Works, Parks & Recreation, Fire Department, Electric Department, Bucks County Communications, EMS, Fire Police, Bucks County Board of Health, Historical Society and the Perkasio Borough Office Manager. Perkasio Borough staff will contact the organizations and/or departments selected by the applicant upon receiving the application and it's approval.

In addition, if Perkasio Borough Police are required to patrol the event and/or facility, an hourly rate of \$75.00 per officer will be charged to the organization for services rendered. This fee is subject to change pending the average annual salaried rate per hour and per officer. It may also be waived by the Borough Council by request of the applicant for certain events of borough-wide interest.