

Chester County Facilities & Parks Department
WEDDING AGREEMENT APPLICATION

APPLICANT INFORMATION

APPLICANT NAME: _____
ADDRESS: _____
PHONE (day): _____ PHONE (eve): _____ (mobile): _____
E-MAIL: _____ FAX: _____

EVENT INFORMATION

DATE REQUESTED: _____ ALTERNATE DATE(S): _____

REQUESTED PARK/ LOCATION WITHIN PARK: _____

ACTUAL EVENT HOURS: _____ AM/PM - _____ AM/PM

SETUP/ASSEMBLY DATE: _____ START TIME: _____ AM/PM END TIME: _____ AM/PM

Please describe the scope of the setup/assembly (provide specific detail & diagram, if possible):

Estimated # of guests (includes wedding party & contracted vendors) _____

EVENT DESCRIPTION

Please provide a DETAILED DESCRIPTION of your event (attach additional sheet if necessary).

YES NO

Are you requesting use of electricity? If **YES**, please list operational needs: _____

YES NO

Does this event involve the closure of any park facilities/ areas? If **YES**, list requiring closures as a result of this event. Include trail name(s), date and time of closing and reopening:

1. Food Service and/or Food Preparation Areas

YES NO

Will the event be catered? Caterer's Name: _____
Describe how food will be served at the event: _____

If food will be cooked on site, please specify method:

Gas/Propane Electric Charcoal Other (specify): _____

2. Portable Toilet Facilities

Number of standard portable toilets to be supplied: _____ REQUIRED → 1 for every 200 people

Number of ADA Accessible toilets to be supplied: _____ REQUIRED → 10% of total portable toilets (1 minimum)

3. Trash and Recycling Receptacles and Management

You must properly dispose of waste and garbage throughout your event and immediately upon conclusion of the event. The area must be returned to a clean, pre-event condition. The Department does not provide sanitation services for special needs. Please describe your waste management and cleanup plan:

Number & size of dumpsters w/lids: _____ REQUIRED → 1 for every 400 people

Number of trash receptacles to be supplied: _____ Number of recycling receptacles to be supplied: _____

PARKING PLAN

Please provide a description of your **PARKING** and/or **TRANSPORTATION/SHUTTLE** plans: _____

Please describe your plan for **HANDICAP ACCESSIBLE PARKING**: _____

ENTERTAINMENT / CONTRACTED SERVICES / RELATED ACTIVITIES

YES NO

Will musical entertainment/ DJ be provided at your event? If **YES**, please indicate:
Name of Band/ DJ Service: _____ No. of Persons _____

Will amplified sound be used? If **YES**, please indicate:
Start time: _____ AM/PM Finish time: _____ AM/PM

Please describe the sound equipment that will be used:

YES NO

Any inflatables, moon bounces or similar devices? If **YES**, please describe:

Any signs, banners, decorations or special lighting? If **YES**, please describe and give location:

Any tents, canopies or temporary structures? If **YES**, please indicate size, number and location:

Any animals to be on site? If **YES**, please describe:

DEPARTMENT SUPPORT / SPECIAL REQUESTS

YES NO

Is park staff support requested? If **YES**, please describe needs:

Is use of park equipment requested? If **YES**, please describe needs:

INSURANCE REQUIREMENTS

Before final permit approval will be granted, the applicant may be required to provide an original and current certificate of general liability insurance including bodily injury and property damage in the amount of \$1,000,000 per occurrence and aggregate of \$2,000,000 naming County of Chester as an “additionally insured”. Insurance coverage must be maintained for the duration of the event.

The County of Chester reserves the right to request a copy of the entire insurance policy.

Name of Insurance Carrier: _____

Agent’s Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Business Phone: _____

Policy Number: _____ Policy Type: _____

AFFIDAVIT OF APPLICANT

The Department has the right to cancel or shut down an event due to severe weather conditions.

ADVANCE CANCELLATION NOTICE REQUIRED: If you decide to cancel your event, please notify the Park at least five (5) working days prior to the scheduled event. Otherwise, personnel and equipment may be needlessly dispatched and approvals of future applications can be jeopardized.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief; that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activities Agreement as set forth by Chester County Facilities & Parks Department, and I understand that this application is made subject to the rules and regulations established by the County of Chester. I agree to abide by these rules, and further certify that I am financially responsible for any cost and fees that may be incurred by or on behalf of the event on County property.

I, through the signing of this application, indemnify, hold harmless, and defend the County of Chester and its agents, officials and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgment of every name and description against the County as a result of loss, damage, or injury to any person or property by reason of any action or omission by the event organizer, or in the conduct of the approved activity.

Name of Applicant (print): _____

Date: _____

Signature of Applicant: _____

FEE SCHEDULE

Adopted December 17, 2009 by the Chester County Board of Commissioners.

- | | |
|-----------------------------|-----------------------|
| 1. Application Fee | \$25 (non-refundable) |
| 2. Event Fee | \$75 (minimum) |
| 3. Security/ Damage Deposit | Event-specific |
| 4. Personnel Cost | |
| a. Ranger w/vehicle | \$60.00/hour |
| b. Maintenance w/vehicle | \$60.00/hour |
| c. Administrative | \$75.00/ hr |

CONTACT INFORMATION

- **Hibernia County Park**
 - 610-383-3812
 - P.O. Box 124, Wagontown, PA 19376
- **Nottingham County Park / Wolf's Hollow County Park**
 - 610-932-2589
 - 150 Park Road, Nottingham, PA 19362
- **Springton Manor Farm**
 - 610-942-2450
 - 860 Springton Road, Glenmoore, PA 19343
- **Warwick County Park**
 - 610-469-1916
 - 382 County Park Road, Pottstown, PA 19465