



BOROUGH OF VERONA

736 East Railroad Avenue • Verona, Pennsylvania 15147 • (412) 828-8080 • Fax (412) 794-8691

Verona Borough PARKS PERMIT USE Application

GENERAL EVENT INFORMATION:

Park requested: _____

Area of Park requested: _____ Structure(s) requested: _____

Event Name: _____

Description of Event (Wedding/graduation/etc ...): _____

Event Dates(s): _____

Time of Event-Beginning: _____ Ending time of Event: _____

Expected # of attendees: _____ Expected # of vehicles: _____

Electric requested: _____ Water requested: _____ Will you have additional tents?: _____

Will you require additional trash receptacles?: _____

INFORMATION OF RESPONSIBLE PARTY (must be 21 years of age or older)

Is this a Co. sponsored Event: _____ Private Event: _____

Co. sponsored Event:

Company Name: _____

Company address / City / State / Zip: _____

Day phone: _____ Cell phone: _____ Fax : _____

Website: _____ Email address: _____

Is the Co a non-profit (501-c)? : _____ Copy of Liability Insurance included with application?: _____

Name of the required On-Site event supervisor: _____

Day phone: _____ Cell phone: _____ Fax : _____

Name of Alternate contact person (Required): _____

Day phone: _____ Cell phone: _____ Fax : _____

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Private party:

Primary contact Name(s): _____

Address / City / State / Zip: _____

Day phone: _____ Cell phone: _____ Evening phone: _____

Email address: _____ Driver's License #: _____

Name of Alternate contact person (Required): _____

Day phone: _____ Cell phone: _____ Evening phone: _____

Name of the provided/required On-Site event supervisor (if different from above information):

_____ Address: _____

Day phone: _____ Cell phone: _____ Evening phone: _____

Name of Alternate contact person (Required): _____

Day phone: _____ Cell phone: _____ Fax : _____

Day phone: _____ Cell phone: _____ Evening phone: _____

PLEASE PROVIDE THE FOLLOWING INFORMATION IF YOU HAVE VENDORS PROVIDING SERVICES:

Company Name: _____ Service provided: _____

Address City / State / Zip: _____

Primary contact Name(s): _____

Day phone: _____ Cell phone: _____ Fax : _____

Website: _____ Email address: _____

Liability Insurance included with application?: _____ Total no. of Personnel (service providers): _____

Electric requested: _____ Water requested: _____ Will you have additional tents?: _____

Please list other provisions your vendor will be providing (propane, grill, refrigeration, etc ...?):

Borough of Verona and the Borough's Park Usage Conditions:

1. The regular season begins April 1st and continues through January 10th.
2. Rental time is limited to a total of 8 hours between 9:00 AM and 9:00 PM or Dusk whichever comes first. Set-up time and Clean-up time is to be included within the allotted times.
3. Clean-up shall include everything required to return the Park to its original condition prior to the event. Littering or failure to clean up the Park area is an offence and subject to a \$300.00 fine.
4. All non-Borough signage, way-finding, decorations, banners, tape, nails and etc. shall be removed and properly disposed of.
5. All trash and debris shall be removed from all trash receptacles and placed at one of the gates entrances for removal as soon as the event is finished. All trash shall be placed into heavy duty black, 55 gal size (industrial sized) garbage bags and securely tied.
6. All restrooms shall be cleaned and left in the condition that they were found.
7. All tables and amenities shall be put back to their original positions.
8. No food or drinks shall remain on the premise.
9. No alcohol or illegal substances shall be permitted on or within 25 feet of the Park proper. This applies to ANYONE within 25 feet of any of Verona's parks.
10. Public address systems, radios, stereos and other sound amplification devices are prohibited UNLESS PRIOR PERMISSION IS OBTAINED FROM THE BOROUGH'S MANAGER'S OFFICE.

Borough of Verona and the Borough's Park Usage Policies:

1. Failure to clean –up shall result in a loss of deposit in addition to any cost incurred by the Borough.
2. Damages to the area and equipment shall be the responsibility of the 'Responsible Party'.
3. The Borough is not responsible for personal loss or damages.
4. The Borough is not responsible for personal injuries to guests attending the event or damages caused by the renter and/or those guests attending.
5. The Borough of Verona reserves the right to terminate any event due to disturbances caused by the guests or renter.
6. On Sundays, all Verona parks are reserved for the enjoyment of Verona residents except for the following exception(s): upon approval by the Borough Manager, sanctioned athletic teams will have exclusive rights to use the parks on a "rain-day" schedule basis, but only in the event that a regularly scheduled weekday event is postponed due to inclement weather.
7. Disturbances or disputes shall be handled by the Verona Police Department 412-828-6034.
8. All work, including routine maintenance, is to be approved by the Borough Manager.

It is understood that approval of this application holds the 'RESPONSIBLE PARTY' responsible for the conduct of the attendees and the condition of the Park and the amenities there in. By signing this Permit Agreement, it is understood and agreed to abide by the rules set forth by the Borough of Verona and the Borough's Park Usage Policies and Conditions. That by any such violation, these rules may result in the immediate cancelation of this Permit once issued. It is also agreed that by accepting the terms of this agreement, that any financial cost or fees to the Borough that may incur as a result of this event shall be the responsibility of the 'Responsible Party'. It must be noted that the responsibility of the Borough to balance the interests of the field users along including the interests of the abutting property owners and the surrounding Verona residents. For all those concerned, please act responsibly and in the consideration of others. Thank you.

Signature of the 'Responsible Party':

Sign: _____ Date: _____

Print Name: _____

Fee - Verona Resident:

_____ \$35.00 (Includes: Railroad Park, Riverbank Park, and Cribbs Park - rental, access and usage of water and electric). Fee is nonrefundable. (Please note that utilities are not available at Riverbank)

Check #: _____ Date: _____

NOTE: Deposit of \$150.00 is required with this application and is refundable at the discretion of the Verona's Park and Recreation Board upon inspection of the park's condition following the event.

Deposit Check #: _____ Date: _____

Fee - Non Verona Resident:

_____ \$50.00 – Railroad Park rental

_____ \$50.00 – Riverbank Park rental (Please note that utilities are not available at Riverbank)

_____ \$75.00 – Cribbs Field

_____ \$20.00 - Water

_____ \$15.00 – Electric

_____ Total (Weekend reservations are Nonrefundable – Week day reservations are refundable 10 days prior to the date of the event)

Check #: _____ Date: _____

NOTE: Deposit of \$150.00 is required with this application and is refundable at the discretion of the Verona's Park and Recreation Board upon inspection of the park's condition following the event.

Deposit Check #: _____ Date: _____

- **Thank you and please note that the fees charged above will be used to upgrade the park's conditions and provide additional amenities.**

Borough of Verona
736 East Railroad Avenue
Verona, PA 15147
412-828-8080

Application: 07-18-2017