

**Borough of North East**

31 W. Main St, North East, PA 16428  
Telephone: (814) 725-8611, FAX (814) 725-4996

**FACILITY, PARKS and STREETS USE APPLICATION**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ DL #: \_\_\_\_\_

I/We request use of the following parks and services: (mark with "x")					
Gibson Park		Electricity		Water	
Heard Park		Electricity		Water	
Heard Park Bandstand		Electricity		Water	
Heard Park Restrooms		Concession*			
Street(s)					

*\*may require Erie County Health Dept. permit.*

Purpose: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s) of Use: \_\_\_\_\_ **-include set-up/clean-up time**

Anticipated maximum attendance: Adults: \_\_\_\_\_ Youth (18 and under) \_\_\_\_\_ Total: \_\_\_\_\_

Open to the public:  yes  no      Decorations/banners:  yes  no      Music:  yes  no

**EMERGENCY CONTACT & PHONE:** \_\_\_\_\_

It is expressly understood and agreed that the applicant assumes all risk for claims of loss, damage, liability, injury, cost, or expense including costs of defense that may occur or be alleged to have occurred by reason of or in the course of the applicant's use or occupancy of the facilities of the Borough of North East. The applicant further agrees that for and in consideration of permission to use and occupy parks and facilities of the Borough of North East, that it will save, indemnify, and hold harmless the Borough of North East, its officers, agents, employees, and volunteers from any and all manner of actions, causes of action, suits, claims, and demands of whatever kind in law or equity known or unknown, foreseen or unforeseen, including costs of defense, which arise or are alleged to have arisen by reason of personal injury or property damage, or for any other reason whatsoever, in connection with the applicant's use and occupancy of the facilities of the Borough of North East.

I, the undersigned, hereby certify to abide by the regulations governing the said facilities and agree to abide by all Borough of North East Ordinances, Regulations, and Policies, and that I am the authorized representative of the applicant to execute the within application and make the within agreement. Further, I agree to be personally responsible for any damage/loss sustained by the grounds, buildings, and equipment or unusual clean up occurring through the occupancy of said facilities.

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

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**FOR OFFICE USE ONLY**

Schedule Conflicts? \_\_\_\_\_ yes \_\_\_\_\_ no

Borough Council approved / denied (circle one).

Date: \_\_\_\_\_

**Services Requested**

Service	Yes	NO	AMT
Park Use Only: \$50 deposit			
Electricity—Multi-day Event: \$50 deposit			
Start Meter _____ End Meter _____			
Electricity—Daily Event Charge \$10			
Restrooms--\$50 deposit			
Bandstand/Stage: \$50 deposit			
Concession Stand: \$50 deposit			
Dumpster \$110 per load			
Potable Water—High density events billed for actual usage			
Start Meter _____ End Meter _____			
Notify NEPD---725-4407 between 8 am and 3 pm			
Notify NEFD---Dave Meehl, Fire Chief @ 460-5850			
Notify NE Area Emergency Coordinator, Terry Thomson @ 434-1334			
Emergency Action Plan as required by Terry Thomson (see above)			
Liability Insurance: <b>required two weeks prior to event</b>			
<b>TOTAL DEPOSIT REQUIRED:</b>			

**\*\*\*Deposits will be returned AFTER facility or park inspection less any fees or damages. \*\*\***

Deposit: Cash \_\_\_\_\_ Check # \_\_\_\_\_ Money Order# \_\_\_\_\_

Restroom Key Issued: \_\_\_Yes \_\_\_ No

Inspection: Date/Time \_\_\_\_\_ by \_\_\_\_\_

Restroom Key returned: \_\_\_Yes \_\_\_ No

Balance Due Borough: \$ \_\_\_\_\_

Deposit Due Applicant: \$ \_\_\_\_\_ Returned: Date \_\_\_\_\_

**INSPECTION NOTES:**