

**NORTH COVENTRY TOWNSHIP
PARKS AND RECREATION COMMISSION**

845 S. Hanover Street, Pottstown, PA 19465
Phone (610) 323-1694 Fax (610) 323-7239

parks@northcoventry.us

Please review the attached Special Activities Permit and Park Rules and Regulations. Complete the permit request and Sponsor information in Sections in the REQUEST AREA, Sign after SPONSOR'S SIGNATURE at the bottom of the first page and initial on the bottom of the second page. Keep one copy and return one copy along with your certificate of insurance and, if required, payment and damage deposit to:

North Coventry Township
845 S. Hanover Street
Pottstown, PA 19465

Please make checks payable to North Coventry Township.

If you have any questions, please call the Township office at (610) 323-1694 before you sign this Special Activities Permit.

Sincerely,

Kevin Hennessey, Township Manager

PERMIT# _____

SPECIAL ACTIVITIES PERMIT

REQUEST AREA

THIS AGREEMENT, made this _____ day of _____ 20____, by and between the Township of North Coventry, hereinafter referred to as "TOWNSHIP", and (Name of Group/Individual and address) _____

Hereinafter referred to as "SPONSOR".

WHEREAS, the SPONSOR has requested permission to sponsor and/or conduct an organized activity consisting of (description)_____.

On Township-owned land known as _____, and; SPECIAL ACTIVITIES PERMIT, TOWNSHIP OF NORTH COVENTRY

Sponsor: _____

Date/Time: _____

The SPONSOR must have with him or her a copy of this agreement during specified activity, which, upon request of authorized TOWNSHIP personnel, must be produced for inspection.

IN WITNESS WHEREOF, this agreement is executed as of the date first above set forth.

Event Name _____

Contact Person: _____

Address: _____

Telephone Number: _____

e-mail address: _____

Sponsors Signature: _____ Rules/Regulations attached X

Superintendent's Signature: _____ Page 2 attached X

WHEREAS, the TOWNSHIP has Ownership and administrative jurisdiction of this land and has determined that the intended organized activity is compatible with the uses and protection of this land and is willing to permit such activities, subject to

AGREEMENT AREA Now THEREFORE, the parties agree as follows:

SECTION ONE: Terms of Agreement

1. "The TOWNSHIP hereby grants permission to the SPONSOR a Special Activities Permit ("SAP") to conduct the activity as set forth herein on _____ (date and time)"
2. Fee schedule on page #2. **Checks to be made payable to: North Coventry Township. Checks paid to the Township are non-refundable once deposited.**

3. Should this event be postponed due to inclement weather or other reasons, a new date may be agreed upon by the SPONSOR and the Township in writing, and this agreement shall remain in effect for the new date.
4. Upon completion of this event, there shall be a joint inspection of the premises by the SPONSOR and the Township or their appointed delegates. The SPONSOR agrees to clean up any debris and to be responsible for repairs to TOWNSHIP property caused by any act of negligence or lack of due care by the SPONSOR'S individual participants in the event, or by spectators.
5. This agreement shall remain in effect until the event has been completed and the premises have been inspected and approved by the Township.
6. This event shall not conflict with any normal recreation activity carried on by the public within the park boundary. Township shall be the sole judge of any conflict of interest and shall have full authority to make this decision.
7. This event shall be fully coordinated with the Township, and the SPONSOR will provide any additional facilities or services, such as crowd control and sanitary facilities as may be deemed necessary.
8. North Coventry Parks Rules and Regulations, copy attached, shall be obeyed.
9. The SPONSOR hereby releases and forever discharges the Township of North Coventry and the Township's Parks and Recreation Commission, its agents and employees from any and all claims whatsoever, resulting from any and all bodily and personal injuries, damage to property and the consequences thereof, which might occur to or be sustained by the SPONSOR or any other person, persons or property, from the conduct of the organized activities, the condition of the property of the TOWNSHIP or the actions or failure to act by the TOWNSHIP, its agents or employees. Further, the SPONSOR expressly stipulates and agrees to indemnify, hold harmless and defend the Township and the Township's Parks and Recreation Commission from and against any and all claims, suits, damages (including without limitation consequential damages, losses, liability, and expenses (including but not limited to attorneys' fees) attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including loss of use resulting there from, in any manner arising out of, or resulting from the activities of SPONSOR.

SPECIAL CONDITIONS

1. _____

2. Sponsor shall provide personnel to assist with all vehicles parking in concert with general guidelines and assistance as provided by staff. Parking for all vehicles shall confined to designated areas.
3. Sponsor/ participants must adhere to The Township Rules and Regulations. (A copy of each of these is attached and shall be considered a part of this SAP
4. Sponsor will submit a Certificate of Liability Insurance with a minimum coverage of \$1 million. The Certificate Holder section MUST contain the phrase "**Additional Insured: The Township of North Coventry**".
5. The Sponsor shall be responsible for furnishing, posting and REMOVING all signs for the event. Do not nail into or otherwise deface trees for this or any other reason. ALL staples, tape, nails or other attaching

devices are to be REMOVED AND RECYCLED OR DISCARDED INTO THE NEAREST TRASH RECEPTACLE after the event.

FEE Schedule

Application Fee	\$
Special Activities Permit Fee	\$
Pavilion Rental, weekend -Township resident	\$
Security Deposit	\$
Other Costs	\$
Total	\$

Make checks payable to North Coventry Township.

“The TOWNSHIP hereby grants permission to the SPONSOR a Special Activities Permit (“SAP”) to conduct the activity as set forth herein on _____ (date and time)”

Special Activity Permit Fees

Application Fee:	\$25.00
1-100 people	\$100.00/with refundable \$200.00 Security Deposit
101-250 people	\$250.00/with refundable \$500.00 Security Deposit
251-500 people	\$500.00/with refundable \$1000.00 Security Deposit