



**CITY OF YORK, PA  
PERMIT APPLICATION  
FOR PARK USE, BLOCK PARTIES, AND SPECIAL EVENTS**

Revised 5/19/10

**Application must be submitted thirty (30) days prior to the event** to the York City Recreation and Parks Bureau, One Marketway West, 3<sup>rd</sup> Floor, York PA 17401-1231, (717) 854-1587. *A \$15.00 late fee will be charged to any permit submitted less than 30 days in advance of the event. (Payment of late fee does **NOT** guarantee that permit can be approved in time for event.)* Fill in all required information.

**EVENT INFORMATION (Must be submitted at least 30 days prior to event)**

Name of event: \_\_\_\_\_

Description of event: \_\_\_\_\_

Park or specific location requested: \_\_\_\_\_

**NOTE: When requesting use of the Reid Menzer Skateboard Park, applicant must provide proof of liability insurance in the amount of \$1,000,000 naming the City of York as an additional insured for day of the event.**

**NOTE: Absolutely no activities may be conducted in Kiwanis Lake. Individuals may not enter the lake at any time.**

Date(s) of event, please include set up dates and breakdown dates if applicable: \_\_\_\_\_

Hours of event: \_\_\_\_\_ If walk/race, step off time: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_

Name of Individual applying for permit \_\_\_\_\_

Name of Organization applying for permit \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ email address: \_\_\_\_\_

Name/phone number of emergency contact on event day: \_\_\_\_\_

**TENTS**

Will you be erecting tents or canopies?

No  Yes Quantity \_\_\_\_\_ Size(s) \_\_\_\_\_ Total square feet \_\_\_\_\_

Any single tent or canopy over 240 square feet requires a building permit from the City of York.

**STAGES**

Quantity \_\_\_\_\_ Size(s) \_\_\_\_\_ Total square feet \_\_\_\_\_

**AMPLIFIED SOUND**

Do you intend to have live music or amplified sound at your event?  No  Yes If yes, please describe & include hours.

**Sound levels must comply with City Ordinance Article 714 Noise, and not annoy or disturb residents.**

**INFLATABLES**

Quantity \_\_\_\_\_ Sizes \_\_\_\_\_

Please provide a description for each inflatable. **Placement is subject to City of York Park approval and proof of liability insurance in the amount of \$1,000,000 naming the City of York as an additional insured for the date of the event.**

**ALCOHOL**

**Alcohol is strictly prohibited on City of York Park property.**

**(OVER)**

**ALL PERMITS ARE SUBJECT TO THE FOLLOWING PROVISIONS:**

**Cancellations must be made in writing 14 days prior to the event date. The approved copy of permit (if it has been issued) must be returned to Parks & Recreation Office before a refund will be processed. A \$6 administrative fee will be deducted from your refund.**

**Parking vehicles on a city park is strictly prohibited.** Vehicles parked illegally on a city park are subject to enforcement by the York City Police.

**Fastening** or attaching any rope, sign, banner, flier or other object to any tree or shrub in the Park is strictly prohibited.

Applicant agrees to faithfully observe and comply with the conditions, regulations and provisions prescribed herein and by the ordinances of the City of York, the laws of the Commonwealth of Pennsylvania and the United States of America. Applicant shall ensure that all guests, vendors, concessionaires and exhibitors comply with the conditions, regulations and provisions prescribed herein and by the ordinances of the City of York, the laws of the Commonwealth of Pennsylvania and the United States of America.

Special Event Permits shall not be assigned or transferred. No rain dates.

Applicant agrees to indemnify and hold the City of York harmless from any liability to any person resulting from any property damage or personal injury occurring in connection with the event caused by the applicant or the sponsoring organization, its officers, employees or any person under its control.

**I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined above and agree to abide by them.**

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Signature of Applicant

Date



ADDITIONAL SERVICES/EQUIPMENT REQUESTED:

Dept. HIGHWAY

Dept. ELECTRICAL BUREAU

Street cleaning \_\_\_\_\_

Downtown electric \_\_\_\_\_

STREET

LOCATION

Comfort station \_\_\_\_\_

Barricades \_\_\_\_\_ to \_\_\_\_\_

Fees: \$ \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_

Fees: \$ \_\_\_\_\_

\_\_\_\_\_  
Superintendent Signature Date

\_\_\_\_\_  
Highway Superintendent Signature Date

**THERE WILL BE AN ADDITIONAL FLAT RATE CHARGED FOR ALL BARRICADE REQUESTS.  
BLOCK PARTIES - \$15 PARADES, RUNS & CENTER CITY STREET CLOSURES- \$100**

**ADDITIONAL INFORMATION**

Are you planning to give food away, sell food, or have food vendors? (If yes, a permit from City Health Bureau is required). Please describe: \_\_\_\_\_

What are your plans for providing security for this event \_\_\_\_\_

Are any fireworks or open fires being planned? \_\_\_\_ YES \_\_\_\_ NO \*\*If Yes, name and address of company \_\_\_\_\_

Additional Fire Dept. Fees: \$ \_\_\_\_\_

**\*\*IF YES, A SPECIAL PERMIT IS REQUIRED FROM THE FIRE DEPARTMENT, PLUS PROOF OF LIABILITY INSURANCE**

**FEES DUE**

Basic application fee: \$ \_\_\_\_\_

Total Department fees: \$ \_\_\_\_\_

TOTAL AMOUNT DUE: \$ \_\_\_\_\_

**MAKE CHECK PAYABLE TO: CITY OF YORK** (A \$25.00 fee will be charged for insufficient fund checks)

Permit Approval/Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Mayor or designated official)

**OFFICE USE ONLY**

CHECK # \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ CASH: \$ \_\_\_\_\_

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