

**See New Parks Fees Below**



Anthony Moore  
Parks Services Manager  
(610) 447-7727

1 Fourth Street  
Chester, Pennsylvania 19013

**City of Chester  
Park Permit Request Form**

***Do not use this form for athletic field requests***

*This form must be completely filled out and submitted no less than **2 weeks** prior to the Parks Services Manager for processing. No holds will be put on any location without this form being completed and payment submitted. Requests are accepted in person or by mail only. **Please read this entire form and check for accuracy.***

Today's Date: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

Park Requested: \_\_\_\_\_ Area within park: \_\_\_\_\_

Event: \_\_\_\_\_

Date Requesting: \_\_\_\_\_ *(No rain dates can be requested)*

Time: \_\_\_\_\_ until \_\_\_\_\_ *(You must arrive 30 minutes prior for guaranteed services, all parks close at dusk)*

Approximate # of people: \_\_\_\_\_

**Fee(s) Applied:** \_\_\_\_\_  
**Please circle all that apply below**  
**Make Money Order payable to: City of Chester**

Things that will be brought into park: \_\_\_\_\_  
\_\_\_\_\_

**Both sides of this form needs to be completed in order to process**

**Standard Park Permit Fees:**

\$50.00 for 4 hours (**Chester Park and Memorial Park only**)  
\$10.00 each additional hour  
\$100.00 non-residents for 4 hours  
\$20.00 each add' l hour for non-residents

\$15.00 **all other parks** for 4 hours  
\$5.00 each additional hour  
\$30.00 non-residents for 4 hours  
\$10.00 each add' l for non-residents

**Additional Fees:**

Wedding/ Reception Fee: \$100.00 any park (standard fees also apply) Stage: \$100.00  
Podium, Microphone and Generator: \$30.00 (not available for all events)

**General Information**

Applications and permits will be issued March 1 until October 31 of every year. We do not issue permits for Memorial Day, July 4<sup>th</sup>, Labor Day or any City Holiday. These days are open permit days, but all park rules still apply. Permits are subject to withdrawal without notice. Once a permit has been issued it is considered final. Fundraising or any exchange of money on City Property is prohibited unless it is a City sponsored event.

The following terms and conditions apply to all Park Permits.

You must initial below to indicate that you understand and agree with the terms and conditions:

\_\_\_\_\_ No moon bounces, inflatable objects, water-filled objects or ponies will be used in the Park System.

\_\_\_\_\_ Alcoholic beverages will not be brought into or consumed in any areas of the Park System.

\_\_\_\_\_ NO SALES PERMITTED WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE CITY of CHESTER PARKS DEPARTMENT. This includes but is not limited to ALL food and beverages.

\_\_\_\_\_ No vehicles or heavy equipment will be used on the grassy areas of the Park. All areas must be left clean of litter. Failure to do so will result in revocation of this permit and the imposition of costs.

\_\_\_\_\_ Amplified music and/or sound are prohibited and will not be used.

\_\_\_\_\_ Park will not be used in wet or muddy conditions; doing so will forfeit the remainder of the permit. Area will be used in safe conditions only. Inspect area before using.

By signing and submitting this application for a permit, I \_\_\_\_\_ agree to abide by all park rules, regulations and policies. I further acknowledge that I may be held responsible for any violation of the rules, regulations and policies. Failure to abide by these rules will result in the revocation of this permit and the possible refusal of future permits. Immediate actions may include, but not limited to, my/our event being canceled. **Refunds will only be given 30 days prior to your event being canceled, If less than 30 days, all funds will be forfeited.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Both sides of this form needs to be completed in order to process**

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*Official use only*

Date submitted: \_\_\_\_\_ Approved \_\_\_\_\_ Notes: \_\_\_\_\_

Received by:

\_\_\_\_\_

Denied

Rev/am/1/2014