



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 Duane Lee 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 of event: _____ (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: _____

Things that will be brought into park: _____

Both sides of this application need to be complete in order to process.

Standard Park Permit Fees:

\$200.00 for 4 hours

Additional Fees:

- Wedding/ Reception Fee: \$150.00 any park (standard fees also apply)
- Stage: \$100.00
- Podium, Microphone and Generator: \$30.00 (not available for all events)
- Additional hours for Standard/Wedding \$50.00

Fee(s) Applied: _____ Money Order payable to: City of Chester

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 4th, 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: _____

Complete both sides of application to be processed

Official use only

Date submitted:

Approved:

Denied:

Received by:

Notes: