

# Mercer County Grounds Application for Use

Approved

Declined

Date \_\_\_\_\_

## Guidelines and Information

- Application must be submitted in advance of Event Date and comply with policy for use of grounds.
- If approved, permission will be granted during scheduled public meetings.
- This Form is not a Permit.
- Completion of this application does not guarantee approval.
- Applications are processed in the order in which they are received.
- Commercial Liability Insurance Certificate is required. \*
- No grounds disturbance of any kind, including signs or tent stakes is permitted.

## Step 1 – Event Information

Name of Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Area of Grounds Requested: \_\_\_\_\_

Description of Proposed Activity:

Specific Location Requested (Including route of march, if Applicable)

Setup Start Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Breakdown Time: \_\_\_\_\_

Estimated Attendance/Number of Participants: \_\_\_\_\_

Will this Event be Advertised? \_\_\_\_Yes \_\_\_\_No

Are you requesting use of the Band Stand? \_\_\_\_Yes \_\_\_\_No

Are you requesting use of the Courthouse Steps? \_\_\_\_Yes \_\_\_\_No

Will you use Amplified Sound Equipment \_\_\_\_Yes \_\_\_\_No

\*\* Amplified sound is subject to local noise ordinance

Are you requesting to erect Tents/Canopies of any kind? \_\_\_\_Yes \_\_\_\_No

Please indicate number/size \_\_\_\_\_

Are you requesting use of County electricity? \_\_\_\_Yes \_\_\_\_No

Will you use a Generator or any Portable Electricity Source? \_\_\_\_Yes \_\_\_\_No

Describe Electrical Equipment to be used:

\_\_\_\_\_

## **Step 2 – Organization Information**

Name of Sponsoring Organization or Individual:

Non-Profit? \_\_\_\_Yes \_\_\_\_No \* If yes, Provide Verification of 501C(3) Status

Organization's/Individual's Street Address:

\_\_\_\_\_

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

Name of Event Coordinator/Producer: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

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

Day of Event Contact Person: \_\_\_\_\_

Day of Event Contact Person Cell Phone Number: \_\_\_\_\_

Day of Event Contact Person Email Address: \_\_\_\_\_

**Step 3 – Please Read and Sign**

The Sale and Consumption of Alcohol is Prohibited.

Cancellation must be made in writing at least 48 hours prior to Event Date.

A Certificate of General Liability Insurance with a \$1 Million Limit of Liability, naming Mercer County (Suite 103, Mercer, PA 16137), its Officers, Agents, and Employees as additional insured, is required for any event taking place on County Property and for any event that requires County Equipment and/or services.

\* Should the cost of obtaining insurance prove to be an undue financial burden, the sponsoring organization may submit an insurance waiver affidavit in lieu of an insurance certificate for consideration. See Exhibit A of policy.

**By Signing and Submitting this Permit Application**, the Applicant and sponsoring Organization agree to indemnify, defend and hold harmless Mercer County, its officers, agents, and employees from and against any and all losses, costs (including but not limited to litigation, settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses occasioned wholly or in part by event applicant's and/or event sponsor's act, omission, negligence or fault, or the act, omission, negligence or fault of event applicant's and/or event sponsor's agents, subcontractors, suppliers, employees or servants in connection with the permit.

\_\_\_\_\_  
**Name of Applicant/Organization (Printed)**

\_\_\_\_\_  
**Applicant/Representative Signature**

\_\_\_\_\_  
**(Title, if applicable)**

\_\_\_\_\_  
**Chief Clerk**

\_\_\_\_\_  
**(Date)**