



Board of Commissioners

Ann Coleman – Chair
William Finley Jr., Commissioner
Timothy M. McGonigle, Commissioner

MERCER COUNTY GROUNDS APPLICATION OF USE

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.
- A Commercial Liability Insurance Certificate is required in the amount of \$1 million dollars.
- 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): _____

Specific Location / Area of Grounds Requested (**please describe in detail**): _____

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 bandstand? Yes No

Are you requesting usage of the Courthouse steps? Yes No

Will you use amplified sound equipment? Yes No ***THIS IS SUBJECT TO LOCAL NOISE ORDINANCE.**

Are you requesting to erect tents/canopies of any kind? Yes No

Are you requesting the use of County electricity? Yes No

Will you be using a generator or portable electricity source? Yes No **(Describe equipment if yes)**



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STEP 2 – ORGANIZATION INFORMATION

Name of Sponsoring Organization or Individual: _____

Is this a Non-Profit Organization? ____ Yes ____ No ***If yes, provide verification of 501C(3) Status**

Organization's/Individual's Street Address: _____

City: _____ State: _____ Zip: _____

Name of Event Coordinator: _____ (needs to be the DAY OF contact person as well)

Best Contact Number for Coordinator: _____ Email: _____

STEP 3 – 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, (125 S. Diamond Street, Suite 103, Mercer, PA 16137) its Officers, Agents, and Employees as additionally 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 applicants and/or event sponsors acts, omission, negligence or fault, or the acts, omissions, 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'S SIGNATURE

DATE