



# PARK EVENT RESERVATION FORM

**For Media Borough Residents Only**

Please submit 30 days prior to event

**Trusty Tot Lot Picnic Tables & Lawn Area**

{3rd and Monroe Streets}

**Houtman Park**

(Park Avenue & Lincoln Street)

**Heritage Park**

(5<sup>th</sup> and Broomall Streets)

**Manchester Park**

(Manchester Avenue between Front and Baltimore)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE, \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

TYPE OF EVENT: BIRTHDAY PARTY WEDDING OTHER: \_\_\_\_\_

REQUESTED TIME: 10AM-NOON 1PM-3PM 4PM-6PM

ESTIMATED ATTENDANCE \_\_\_\_\_

If approved, applicant will be required to provide a Certificate of Liability Insurance indicating that the user has liability insurance coverage in the minimum amount of \$100,000.00. Certificate should indicate, "covered for off premises event on (date of event) in description section of the form. Certificate of Liability Insurance shall also list the Borough of Media as an additional insured and certificate holder. Contact your home owners insurance agent or an event insurance provider such as [eventsured.com](http://eventsured.com) (888-882-5902) for a certificate of liability.

Applicant agrees to indemnify and hold harmless the Borough of Media from any liability to any person resulting from any property damage or personal injury occurring in connection with the activity caused by the applicant.

Applicant shall ensure that all parties involved in the event do not drive or park vehicles on grass. Applicant shall ensure that all parties involved adhere to the parking regulations of the Borough and are respectful of the surrounding neighborhood.

No alcohol, tobacco products, glitter, sparkles, fireworks, rice, bird seed, etc. may be used and it is the responsibility of the person listed on this form to ensure that all event participants and spectators are notified of such.

Fastening or attaching any rope, sign, banner, flyer or other object to any tree or shrub is prohibited.

Media Borough does not provide amenities such as sound systems, tables, chairs, tents, portable washroom facilities or other support services and materials.

Selling goods in Media Borough parks is prohibited and charging a fee to attend an event is not permitted.

Applicant agrees to return the park to the state in which it was found.

Please note this reservation does not prohibit others not with your party from using the reserved area.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

APPROVED \_\_\_\_\_

DATE \_\_\_\_\_

NOT APPROVED \_\_\_\_\_

DATE \_\_\_\_\_