



Municipality of Murrysville  
4100 Sardis Road, Murrysville PA 15668

Phone: 724-327-2100 Fax: 724-327-2881  
Website: www.murrysville.com

### Special Event Permit Application

The attached application must be fully completed.

**ALL UNSIGNED APPLICATIONS WILL BE RETURNED UNPROCESSED.**

1. A Special Event Permit must be obtained and approved at least **30** days in advance of the event.
2. **APPLICATIONS ARE SUBJECT TO APPROVAL. THE MUNICIPALITY OF MURRYSVILLE HAS THE RIGHT TO APPROVE OR DENY ANY APPLICATION.**
3. A \$15.00 fee will be imposed on all checks returned for non-sufficient funds.
4. **NO REFUNDS WILL BE GIVEN FOR CANCELLATIONS.**
5. Permittee must be at least 21 years old. The subleasing of facilities is prohibited.
6. Permittee must be onsite for the duration of the event.
7. Adult supervision **MUST** be provided at all times.
8. Alcohol is permitted in Townsend and Sardis Parks (only with an approved alcohol permit application).
9. If your event will be held in the immediate area where a pavilion exists, you must reserve & pay for that pavilion, even if you are not specifically using it as part of your event.
10. Permittee is responsible for any additional fees that may apply.
11. For assistance, please contact the office at (724) 327-2100, 8:00 a.m. to 5:00 p.m. Monday through Friday.

<b>Special Event Permit Fee</b>		
<b>Resident Fee</b>	<b>Murrysville Non-Profit</b>	<b>Non-Resident Fee</b>
\$50.00	No-Charge	\$100.00

**Return the completed application to**

**Municipality of Murrysville  
Recreation Department  
4100 Sardis Road  
Murrysville, PA 15668**

**Do not send any payments until this application has been reviewed and approved and we have contacted you.**

# Application

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

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

Name of Organization Sponsoring Event: \_\_\_\_\_

Is this event sponsored by a 501c3 organization? Yes No

Brief Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Park Requested: \_\_\_\_\_

What part of the park do you wish to use? \_\_\_\_\_

Do you have other facilities rented for this event? Yes No

If YES, Account Name: \_\_\_\_\_

If NO, what facilities do you plan to rent? \_\_\_\_\_

Event Includes (circle all that apply):

\*Pavilion Rentals

\*Stage

\*Concessions

Merchandise Sales

\*Alcohol (Townsend and Sardis Only)

Street Use (non-closure)

\*Additional Port-A-Johns

Street Use (closure)

\*Extra Trash Cans

Amplified Sound

\*Extra Dumpsters

Animals

\*Tents

Open Flame/Fires

\*Requests for additional supplies may incur fees for event organization.

If so, event applicant will be contacted upon application submission.

\*Alcohol at park events requires an alcohol permit.

\*Murrysville suggests that all permittees provide additional port-a-johns at their own costs. One port-a-john for every increment of 100 persons is recommended.

\*Concessions permit is required if you or outside vendors will be selling anything at the event.

Fee is \$50.00 per day.

\*If your event will be held in the immediate area where a pavilion exists, you must reserve & pay for that pavilion, even if you are not specifically using it as part of your event.

Tent Types & Sizes: \_\_\_\_\_

Stage Size: \_\_\_\_\_

Will this event be advertised as a public event? Yes No

**\*Event must be approved before advertised**

Police Support: Yes No

**If YES**, your group is responsible for contacting the Murrysville Police Department and paying for their services. Please contact Capt. Tappe at (724) 327-2100 x 626 for further information.

Does your event need parking attendants? Yes No

**If YES**, your group must provide parking attendants. Based on the size of your event, you may be required to furnish attendants at your own cost.

Does your event need special security? Yes No

**If YES**, who is your security company? \_\_\_\_\_

Phone Number: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Note: Your group must provide the event security. Based on the nature of your event, you may be required to furnish security at your own cost.

Day of Event Contact: (Please provide information for an additional contact person who will be on-site the day of your event.)

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

**ADDITIONAL FEES MAY APPLY**

**Do not send any payments until this application has been reviewed and approved and we have contacted you.**

**I have read and I understand the Special Event Permit Rules & Instructions. I acknowledge that I must add the Municipality of Murrysville as added insured on insurance coverage for this event and provide a copy of the coverage to the municipality.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Admin ONLY: Copy to Front Desk**

Route to Recreation Dept: \_\_\_\_\_

Fee Calculation:

Route to Public Works Dept: \_\_\_\_\_

Special Event Permit Fee (pg. 1): \$ \_\_\_\_\_

Route to Police Dept: \_\_\_\_\_

Additional Fees (if any) \$ \_\_\_\_\_

Total Fee: \$ \_\_\_\_\_

**\*Copy of Insurance showing Murrysville as added insured? \_\_\_\_\_**

Approved \_\_\_\_\_ Declined \_\_\_\_\_ Contacted Applicant \_\_\_\_\_

Permit Issued to Applicant: Permit # \_\_\_\_\_ Date \_\_\_\_\_ Initial \_\_\_\_\_

(Get permit signed!)