

Date & Time Received: _____ By: _____ Application #: _____

Community Site Reservation

A temporary event, gathering or organized activity on any City street, public property, or in any City park, building, or other facility when use of a site is desired by a community or group of citizens but no disruption of other citizen's passage occurs or any use of City services is needed. This application is free of charge and without need for a security deposit, and **must be filed within 30 days of the planned event.**

Name of Event: _____

Requested Date(s) for the Event: _____

Rain Date(s) for the Event: _____

Location: _____

Purpose: (please explain or attach a copy of your agenda or planned activities) _____

Time: _____ Number of persons expected to attend: _____

For field, court, and facility rentals, please contact the Recreation Commission at 610-655-6203 to tentatively reserve the site, in addition to completing this form. (Rentals will be charged separately and will fall under the additional services.)

Applicant Information

Applicant Name: _____

Daytime Telephone Number: _____ Cell Number: _____

Email: _____ Fax Number: _____

Address: (please include City, State, and Zip) _____

Organization Name: _____

Organization Address: _____

Organization Telephone Number: _____

Contact Name at Organization: _____

Person Seeking to Conduct Event (Chairperson)

Name and Title: _____

Daytime Telephone Number: _____ Cell Number: _____

Address: (please include City, State, and Zip) _____

I declare under penalty of perjury that to the best of my knowledge these statements are true and correct. I understand that this application is a contract between the City of Reading and myself and/or the organization/entity requesting the permit.

APPLICANT'S SIGNATURE: _____

Please print name: _____

DATE: _____

The Applicant for a Permit shall indemnify and hold harmless the City, its officers, employees, agents, and representatives against all claims or liability and causes of action resulting from injury or damage to persons or property arising out of the event. **The Applicant assumes responsibility for all duties and obligations under the Code of Ordinances of the City of Reading, Chapter 576 Vehicles and Traffic, Part 12 Parades, Special Events, and Public Gatherings, including payment for the event.**

Notice: The chairman or other person heading or leading this activity SHALL carry the permit upon his/her person during conduct of this activity and make same available upon request of the Chief of Police or his/her designee.

Police Chief or designee Signature: _____ Date: _____

Community Site only

Community Site application determined to be Special Event

Special Event permit #: _____ Approved: ____ Partial Denied: ____ Denied: ____