



SPECIAL REQUESTS

Application Fee:
\$10 County Residents/ \$13 Non-residents

| |
|------------------------|
| <i>Office Use Only</i> |
| Paid _____ |
| Date _____ |
| Initials _____ |

Please review all information on page 2 before submitting this form

**Forms and insurance (if needed) must be submitted at least 2 WEEKS prior to event date.
Applications are subject to approval. Application fee is non-refundable.**

Permit Holder's Name: _____

Organization & Contact Name: _____

Permit #: _____ **Date of Event:** _____

Facility Reserved: _____

Telephone #: _____ **Email:** _____

Request Type (*Check all that apply, indicate provider name or self-owned*):

- Inflatable Rental** – Provider: _____
- DJ** – Provider: _____
- Tent (larger than 10X10)** – Provider: _____
- Petting Zoo** – Provider: _____
- Pony Rides** – Provider: _____
- Mobile Activity Truck** – Provider: _____
- Catering Truck** – Provider: _____
- Pig Roast** – Provider: _____
- Tow Behind Grill/ Smoker** – Provider: _____
- Shuttle Service** – Provider: _____
- Portable Generator** – Provider: _____
- Other:** _____

Renters are not charged for the following associated with **Back to Back Day Rentals** (*Check all that apply*):

- Do Not Remove Decorations** – Date: _____
- Clean & Stock Restrooms** – Date: _____
- Remove Trash** – Date: _____
- Lock & Unlock Doors** – Date & Time: _____



*If you have questions, please call 412-350-4636 or
visit a park administration office.*



Allegheny Regional Asset District

Please read PRIOR to submitting Special Request Form

- ⚡ **PROHIBITED:** Anything involving water, silly string, foam, confetti, open flames (candles, fire pits, etc.), rice tossing, sparklers, fireworks, balloon releases, motorized rides, and off-roading vehicles.
- ⚡ NO Refunds will be issued for Special Request applications; regardless of approval status, event cancellation, equipment failure, or inclement weather.
- ⚡ Payment by check must be made to the **Allegheny County Treasurer**.
- ⚡ All requests and insurance (if required) must be submitted at least 2 WEEKS prior to event date.
- ⚡ Insurance is **REQUIRED** for the following requests:
 - Inflatable Rentals
 - Catering Truck
 - Pig Roast
 - Tow Behind Grill/ Smoker
 - Pony Ride
 - Petting Zoo
 - Shuttle Service
 - Tent (larger than 10x10)
 - Mobile Activity Rentals
 - Rented Generator
- ⚡ Insurance must be obtained from the provider or renter (if item is self-owned). Insurance certificates must be filled out in accordance with Allegheny County requirements with \$1,000,000 limited listed for each occurrence under general liability. **The County of Allegheny** must be listed as certificate holder. The additional insured must be listed in the "Description of Operations" as: **Allegheny County, Elected Officials, Officers, Agents, and Employees as respect to the operations of the names insured. Please request a sample insurance certificate for clarification if needed.**
- ⚡ If vendor insurance certificate is on file with the Parks Dept., please inform us when submitting your form. Insurance certificates will be verified prior to processing your application.
- ⚡ **Lock and Unlock Requests:** Renter must provide times to lock and unlock facility on the application to have their request granted. The County & Parks Dept. are not responsible for any lost, damaged or stolen property.
- ⚡ **Generator Requests:** Generators are NOT to be plugged into any outlets owned by Allegheny County
- ⚡ Submit all forms and payment to a park office based on your rental location. Forms that are emailed will receive a call for payment. Your application is not processed until payment is made.
 - **Boyce & White Oak:** Boyce Park, 675 Old Frankstown Rd, Plum, PA 15239/ bpadmin@alleghenycounty.us
 - **Deer Lakes, Harrison Hills & North Park:** North Park, 303 Pearce Mill Rd, Allison Park, PA 15101/ npadmin@alleghenycounty.us
 - **Round Hill, Settlers Cabin & South Park:** South Park, 100 Buffalo Dr, South Park, PA, 15129/ spadmin@alleghenycounty.us
- ⚡ Any additional special request submitted after the original application will incur an additional application fee.
- ⚡ Allegheny County Park Rules and Regulations and Park Policies can be found on our website under the heading Resources: <https://www.alleghenycounty.us/parks>

If you have any questions, please contact 412-350-4636 or visit a park administration office