



# EVENT PROPOSAL FORM

For Races/Runs & Special Events

Submission Date: \_\_\_\_\_

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

Park Requesting: \_\_\_\_\_

## INDIVIDUAL/ GROUP INFORMATION

Name (*Individual & Group/Organization*): \_\_\_\_\_

Address: \_\_\_\_\_

Best Contact Numbers: \_\_\_\_\_ Email: \_\_\_\_\_

501c3 Non-Profit: YES / NO (*Documentation must be provided with completed form*)

## EVENT INFORMATION

**Please write a detailed description of your event including information such as: course description, set-up and clean up times, etc.**

Approximate Attendance (**Required**):      0 - 200                  201 - 400                  401 - 600                  601+

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## BENEFIT OF EVENT

**Please provide a description of the benefit of this event, either current, future or ongoing.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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



**SPECIAL REQUESTS/ ADDITIONAL ITEMS**

Please provide a list of **Special Requests or additional items**. (i.e. inflatable rentals, DJ, tents, petting zoo, pony rides, mobile activity truck, catering truck, tow behind grill/smoker, shuttle service, portable generator, etc.).

**These requests are subject to approval and additional fees may apply.**

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**COUNTY SERVICES**

Please list all requested services. Some services may be required depending on size and location of event.

REQUEST FROM COUNTY	DESCRIPTION	COST (OFFICE USE ONLY)
Facility Rental		
Security		
Equipment/ Materials		
Maintenance		
Other		

**INSURANCE:** A certificate of Insurance must be submitted at least 10 business days prior to your event. The certificate must include the following: type of insurance coverage you currently carry; show **County of Allegheny** as the certificate holder; and have policy endorsed to name the **County of Allegheny and Its Officers, Agents, and Employees** as Additional Insured. NO EXCEPTIONS. Example insurance certificates are available upon request.

**SUBMISSION OF DOCUMENTS:** Forms and insurance certificates can be submitted by email or in person at the following:

Requests for **North Park** – 303 Pearce Mill Rd, Allison Park, PA 15101/ [npadmin@alleghenycounty.us](mailto:npadmin@alleghenycounty.us)

Requests for **South Park** – 2027 Buffalo Dr, South Park, PA 15129/ [spadmin@alleghenycounty.us](mailto:spadmin@alleghenycounty.us)

Requests for **Boyce Park or White Oak** – 675 Old Frankstown Rd, Plum, PA 15239/ [bpadmin@alleghenycounty.us](mailto:bpadmin@alleghenycounty.us)

Requests for **Hartwood Park** – 200 Hartwood Acres, Pittsburgh, PA 15238/ [hartwood@alleghenycounty.us](mailto:hartwood@alleghenycounty.us)

Requests for **Deer Lakes, Harrison Hills, or Settlers Cabin Park** – 542 Forbes Ave. 211 County Bldg. Pittsburgh, PA 15219 / [ParksEvents@alleghenycounty.us](mailto:ParksEvents@alleghenycounty.us)