

Special Event Registration

A \$250.00 fee will be added to your reservation and must be paid at least 2 weeks prior to your event.
Additional facility rental and utility fees may apply.

Please note: Buhl Park opens at 8:00 AM with rentals beginning at 9:00 AM.
Arrangements for early arrival must be made PRIOR to event date and is subject to \$50/hr

Name of Event: _____ Date(s): _____

Arrival Time: _____ Depart Time: _____ Event Start/End Time: _____

Organization/Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

POC (first and last name): _____

Description of Event: _____

Schedule of Event (please include dates and approx. times): _____

Location in Park for designated event and times (check all that apply):

- Shelter(s) _____ Section(s) _____ Rental Times: 9:00 AM - 8/9:00 PM (all day rental)
- Performing Arts Center Rental Times: _____ (rented PER HOUR)
- Lakeview Lawn Rental Times: _____ (rented PER HOUR)
- Gazebo Rental Times: _____ (rented PER HOUR)
- Kite Field Rental Times: _____
- Other Area(s): _____

Are additional Rangers needed? No Yes (+\$25/hr each) How Many? _____

Is early arrival at 8 AM needed? No Yes (+\$50/hr)

*Additional vendors? No Yes (Cost varies, contact annie@buhlpark.org)
(*food truck, art/show, business, etc)

*Are you having auction items? No Yes (Small Games of Chance License required)

*Are you having an inflatable(s)? No Yes (+\$50/inflatable + additional form req.)
(Buhl Park does not provide)

Special Event Policy

All users will be required to furnish a certificate of insurance showing proof of General Liability Insurance with a Special Events rider for \$1,000,000.00 per occurrence. The insurance certificate shall state the following is an additional insured: "Buhl Park Corporation and the Trustees of F.H. Buhl Farm, including their officers, agents, employees, and volunteers." The certificate must have an original signature specifically covering the date or dates of the event. The certificate of insurance must be delivered to Buhl Park Administrative Office no later than one week prior to the event. The applicant will be denied use of the facility if the certificate of insurance is not provided within the time frame specified. *Any type of auction, raffle, or small games of chance must furnish a Small Games of Chance license and turn it in to the Casino offices no later than 2 weeks prior to your event.

The Buhl Park Corporation has the sole discretion to determine to deny the issuance of any Special Event group or individual whose proposed activity is illegal or poses a threat of damage to the Casino or Buhl Park property or injury or harm to the participants at the function. The Buhl Park Corporation further reserves the right to require an approved security plan, if deemed necessary, and to require additional security, including security measures, based upon the size and nature of the event.

Violation of any of the conditions of the Buhl Park Special Events policy or of any laws of the Commonwealth of Pennsylvania or ordinances of the City of Hermitage during the use of the facility shall be grounds for cancellation of the remainder of the rental period without refund or rental fee. Any applicable cleaning fees, denial of future use of Buhl Park facilities, or criminal charges may also result.

The applicant and the applicant's group, shall indemnify, defend and hold Buhl Park, it's elected and appointed officials, agents, employees, and volunteers harmless from all liabilities, claims, judgments, demands, and costs arising out of or resulting from applicants, applicant's group or their invitees' use of Buhl Park's facilities and adherence to all rules included in the Special Events Policy.

I have read and agree to abide by the regulations established for use of Buhl Park's facilities. I agree to be solely and completely responsible for the condition of the facility and to leave the building, equipment, and grounds used in neat and clean condition, without damage. I agree to promptly reimburse Buhl Park for all damages.

Applicant Signature: _____ **Date:** _____

Office Use Only:

Approval is: **Granted** **Denied**

Director of Events

Date

Director of Operations

Date

For questions, please contact:

Annie Bucknell
Director of Events & Bookings
annie@buhlpark.org
724-981-5522 Press 1

For day of Assistance:

Park Ranger
724-854-1137