

Borough of Malvern

Parks Application

Mail or Deliver to:

Borough Manager

Borough of Malvern

1 E. First Avenue, Suite 3

Malvern, PA 19355

(610) 644-2602

(610) 644-4504 Fax

Date application filed: _____

Individual / Organization: _____

Address: _____

Contact Person: _____

Telephone number: _____

Reservation date: _____ Time: _____

Park:

_____ Burke Parke

_____ Randolph Woods

Important Information for Reservation of Parks

- Applicant is liable for any loss, damage or injury sustained by any person and will hold the Borough of Malvern harmless for any injuries that occur during the course of the event.
- Applicant must read Chapter 139, Parks and Recreation, of the Borough Code of Ordinances and agree to observe stated rules and regulations.
- Applicant is responsible for cleaning up after the event and depositing trash and/or items for recycling in designated containers.
- For any gatherings which the Borough determines additional police presence is necessary, or which require additional services of the Borough Public Works Department, such security and Public Works services must be paid by the event sponsor(s).

Event Planning

Please answer the following questions. Intentions for the park facilities must be clearly stated.

Organization / Person responsible for event: _____

Traffic/Parking issues: _____

Event advertising: _____

Will participants be pre-registered with the Organization/Person responsible for the event? Y N
Are all participants members of the organization? Y N
Will a registration fee be charged? Y N

Briefly Describe Event & Activities: _____

Approximate Number of Attendees: _____

Applicant Information

I hereby agree to observe the Borough of Malvern Parks and Recreation Ordinance, Chapter 139, as amended by Ordinance No. 2006-6. I have received a copy of the Park and Recreation rules as established by the Borough of Malvern and agree to observe same.

Name: _____ Signature: _____
Address: _____
_____ Date: _____
City: _____ Phone: _____
State: _____ Zip Code: _____ Email: _____

For Borough Use Only

Borough Manager:

___ Approved ___ Denied Date: _____ Initials: _____

Police Department:

___ Approved ___ Denied Date: _____ Initials: _____