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BUREAU OF STATE PARKS / PRESQUE ISLE STATE PARK

## Prospective Event Coordinators:

Thank you for your interest in Presque Isle State Park. I am pleased to present you with the Presque Isle State Park Special Event Guidelines, fee schedule and application to assist you in planning your event at Presque Isle State Park.

Presque Isle State Park is a 3,200-acre sandy peninsula that arches into Lake Erie. As Pennsylvania's only "seashore," Presque Isle offers its visitors a beautiful coastline and many recreational activities, including swimming, boating, fishing, hiking, bicycling and in-line skating. A National Natural Landmark, Presque Isle is a favorite spot for migrating birds. Because of the many unique habitats, Presque Isle contains a greater number of the state's endangered, threatened, and rare species than any other area of comparable size in Pennsylvania.

As a National Natural Landmark, significant natural asset and a regional symbol, additional guidelines have been adopted to protect the park's archeological, historic, and natural resources and preserve them so that it will be an amenity that the community at large can enjoy for years to come. Please review the enclosed/included guidelines. They will be incorporated into your event planning and reflected in your permitting with DCNR and your Special Event Permit Application. All the special activity guidelines were developed to include the best available safety practices that conform with or exceed the safety regulations required by the Pennsylvania Bureau of State Parks. If you would like to proceed with your event, please complete and sign the attached application and return it to the Park office.

Sincerely,

Ryan B. Rager  
Park Manager 3  
Presque Isle State Park

# SPECIAL EVENT GUIDELINES

## PRESQUE ISLE STATE PARK

### I. EVENT PERMITTING PROCESS

All events occurring within the boundary of Presque Isle State Park require a written agreement with the Department of Conservation and Natural Resources (DCNR).

All events that are comprised of the below activities must also contact Millcreek Township Emergency Management for a Millcreek Township Special Event Permit:

- Walk or run event with 500 or more participants, or any event with over 1,000 participants.
- All events comprised of bicycling and/or swimming.
- Any events involving obstacles.
- Sporting events occurring on a beach.
- Cold water related activities.
- Any event utilizing both DCNR and Millcreek township roadways.

The Millcreek Township special event permit information can be found at:

3608 West 26th Street  
Erie, PA 16506  
814-833-1111  
[info@millcreektownship.com](mailto:info@millcreektownship.com)

An event is defined as any organized activity of fifty (50) or more people or any activity of less than fifty (50) people requesting setup in and use of a specific area of the PARK.

In order to provide adequate time for administration of all agreements and permits needed to hold an event in Presque Isle State Park, all applications to DCNR must be submitted no less than 60 days before the first date of the proposed event.

The written agreement with DCNR will minimally contain the following:

- Term of the Agreement
- Liability Insurance Requirement
- User Risk Management Plan
- Payment Requirements
- Special Conditions

Upon deciding to hold an event at Presque Isle State Park, the event SPONSOR will need to take the following actions to secure an event permit:

1. **The scheduling for all events will be on a first-come, first-served basis.** To reserve a date for your event, all sponsors will have the opportunity to call the park office 11 months in advance from the desired date. Calls will only be received during normal business hours. Event sponsors can call the park office beginning at 8:30AM Monday through Friday. Messages on the answering machine will not be accepted. At the

time an event is scheduled with the park office, a \$25 administrative fee will be charged to hold your event date and start the special event agreement process. All the event sponsor's contact information will be updated and an overview of the event will be discussed at the time of the reservation.

2. Event size, complexity, risk and impacts will determine the type of agreement as well as its consideration. The special event agreement will then be sent to the event coordinator within 10 business days. The sponsor may have the agreement emailed to them in PDF format, or mailed via USPS.
3. Event SPONSOR shall read, completely fill out and sign the special event agreement mailed to them and return it to the PARK. Approved events will have 45 business days, from the initial reservation, to complete the necessary paperwork for the agreement. It is the SPONSOR's responsibility to respond in a timely manner with any questions or concerns.
4. Once the PARK receives the required documents, they will be reviewed and a response will be forwarded to the event SPONSOR notifying them that their paperwork is in order and their event is approved, along with a final paper copy of the special event agreement.
5. All required fees and documents specified in the special event agreement must be received at least 30 days prior to the event setup date. If the park does not receive all documents by this deadline, the application will be cancelled without refund.

Event dates will be awarded on a first-come, first-served basis, depending on availability, with preference given to events that align with DCNR and the Bureau of State Parks' missions. Only one (1) event will be permitted per calendar day, per event category. It is recommended to contact the PARK eleven (11) months in advance of the proposed event date to ensure the date selected is available. The Park Manager shall have sole discretion in approving special events and the special event agreement will be awarded only after the above process is complete.

The theme of your special event must be consistent with the mission of the park, whether the park is reasonably suited in terms of accessibility and size, and whether the proposed event is within our budgetary allocations. Consideration is also given to whether the event is appropriate for the park area in which it is to be held, considerations include possible damage and/or impairment to park property, facilities, plantings and landscape features, statues and monuments, and park values. Approval from the park is subject to the applicant's fulfillment of all applicable requirements.

## II. GENERAL EVENT RULES

**RULES AND REGULATIONS:** All special events must adhere to Pennsylvania Bureau of State Parks Rules and Regulations. A copy of State Park rules and regulations can be found at: <http://www.dcnr.state.pa.us/stateparks/rulesandregulations/index.htm>.

**SPONSOR RESPONSIBILITY:** The SPONSOR is fully responsible for any and all happenings associated with their event to include set up, tear down, and the actual event. It is the SPONSOR's responsibility to furnish each vendor with a copy of, and ensure compliance with, the Presque Isle State Park Special Event Guidelines.

All costs of presentation of the event must be borne, in their entirety, by the SPONSOR. Presque Isle State Park cannot provide logistical support items such as chairs, tents, portable toilets, and/or portable utilities and sound systems. If desired by an applicant, however, these support items may be rented from various commercial sources, as approved.

**EVENT TIMES:** Between Memorial Day and Labor Day, events must be concluded and all roadways must be opened for traffic by 10AM. Events must be concluded and all roadways must be opened for traffic by 11AM for events outside of that summer season. Events utilizing park roads and trails will not be permitted at the Rotary (Beach 7/Waterworks) or Cookhouse areas between Memorial Day and Labor Day.

**EMERGENCY/MEDICAL REQUIREMENTS:** For all events, at least one basic life support transportable unit must be onsite for the purposes of evacuating patient(s) to a hospital. Additionally, any event with more than 500 participants will require additional units, that will be advised by the Millcreek Township office of Emergency Management.

Additionally, for swim/beach-based events, an event Medical Director should be assigned to oversee planning and on-sight for the event. Local organizations that can provide this service include Millcreek Paramedic Services, EmeryCare, St. Vincent's Hospital, and Hamot Hospital. This person should, at minimum, be a paramedic, but should ideally be a physician with training and experience in emergency medical care at multi-sports events or for events exceeding 500 swimmers.

No less than one Emergency Medical Technician (or a person with higher emergency response expertise) should be available for every 150 swim event participants. Each EMT should have access to all appropriate emergency medical equipment.

Based on the size and scope of your event you may be required to provide a Medical Plan and/or Incident Action Plan (IAP). Each event is unique in its size (participants & spectators), type, duration, and location; therefore, your medical plan and/or Incident Action Plan (IAP) should respond to all anticipated needs. Contact the park manager or Millcreek Township Office of Emergency Management for more details.

**PARK INSPECTIONS:** Event SPONSORS are required to conduct a walkthrough with Park Manager or designee at least seven (7) days before setup. No event setup shall start before initial walkthrough is completed. A park staff member will contact

the event SPONSOR 2 weeks prior to the event to schedule a meeting/walkthrough with the SPONSOR.

**DISPLAYS:** No displays, signs or other feature will be of a publicly offensive nature to a reasonable person of normal sensitivities. Determination will remain with DCNR as to what will be allowed. Displays shall be non-ground penetrating.

**RESTROOMS:** For events with over 500 participants, event SPONSORS are required to provide temporary restroom facilities for their events. Total number of restroom facilities shall be in accordance with limits set forth by manufacturers, in accordance with anticipated attendance of event, and in approved locations only. SPONSOR shall secure temporary restroom facilities for all events that occur after the park's restrooms are seasonally closed.

**FOOD/MERCHANDISE/PROMOTIONAL VENDORS:** All vendors, whether food, merchandise or promotional, shall adhere to regulations of Pennsylvania Department of Revenue and all State, County and City laws and regulations concerning temporary sale of food or merchandise. A list of all vendors shall be kept and made available upon the request of the Park Manager, containing vendor name, contact information and tax id.

**PAYMENTS:** SPONSORS shall make all required payments by deadlines set forth per the schedule of fees. If payment is not made, Park Manager reserves the right to terminate authorization or agreement and cancel the event. Payments include all administrative fees and event fees. Any event SPONSOR that has an outstanding bill or payment due from a previous event will not be permitted to hold a special event until all payments are received by PARK. Late payments will be subject to an 18% late fee assessed per day to the remaining balance until paid in full. If park cancels event due to failure of Sponsor to meet deadline (paperwork OR payments) Sponsor is not entitled to refund of monies already paid out (to park OR third-party provider(s)).

**PARK SERVICES COST RECOVERY:** Event SPONSOR shall make arrangements for all operations necessary to hold special event. These include, but are not limited to: set up, tear down, site clean-up and refuse collection, security, traffic control, emergency medical services and utility distribution for event use. Use of DCNR personnel assigned to Presque Isle State Park shall be limited to banner installation/removal, refuse removal, traffic control and lifeguard service. These services must be requested in writing to Park Manager at least 45 days prior to event date to ensure staff availability. Approval or denial will be issued in writing with Park services cost recovery estimate. These services are listed in the FEE SCHEDULE and will be assessed prior to event start date.

**CANCELLATIONS:** All special events are scheduled to take place regardless of weather. No refund of event fees will be issued due to event cancellation. Park Manager may authorize reschedule of event date if secondary date is available that year.

**REFUSE AND RECYCLING:** SPONSOR is responsible for all refuse in the event area each day SPONSOR is on the Park to include set up, event day(s) and tear down. All refuse must be removed from event area and properly disposed. SPONSOR shall coordinate and utilize Park's waste disposal services in accordance with the fee schedule. BUREAU reserves the right to invoice SPONSOR for cleanup of event area

if Park Manager, or designee, finds SPONSOR's cleanup to be inadequate.

**Recycling is mandatory for all events.** SPONSOR will be required to pay park for at least 1 trash cart for each event. Recycling containers will be provided for all events free of charge.

**PARK INFORMATION BOOTH:** PARK reserves the right to set up and operate an information booth during events. SPONSOR shall coordinate location of information booth with Park Manager or designee.

**ALCOHOL:** Not permitted in accordance with Title 17 Conservation and Natural Resources, Section 11.209(b)(2) regarding alcohol in State Parks.

**PUBLIC HEALTH ORDER OR STATE OF EMERGENCY:** SPONSOR must abide by all public health orders by either the PA Department of Health, Erie County Health Department, or any other agency that regulates public health. PARK reserves the right to cancel an event due to a state of emergency or a threat to public safety.

**CLEARANCES:** SPONSOR shall ensure that all employees and volunteers who have direct contact with children have obtained all required clearances in accordance with the Child Protective Services Law, 23 Pa. C.S. § 6301 et seq. (<http://www.legis.state.pa.us/WU01/LI/LI/CT/HTM/23/00.063..HTM>). These clearances may include the following: Pennsylvania Child Abuse History Clearance; Pennsylvania State Police Criminal Record Check; and Federal Bureau of Investigation Criminal Background Check. Information regarding when these clearances are required may be found at <http://www.keepkidssafe.pa.gov/index.htm>. Upon the Department's request, SPONSOR shall furnish copies of all required background clearances to the Department.

**TRAFFIC CONTROL AND TRAFFIC CONTROL DEVICES:** For all road-based events not solely utilizing the 5K course on Old Lake Road, sponsors shall insure that a traffic control plan be submitted and approved by park management. This plan must be submitted no later than 45 days prior to the event. Sponsor must provide a detailed plan of traffic control/street closures (if necessary) with a map showing placement of traffic monitors and public safety officers in critical areas. This plan needs to include an "Emergency Services Plan" (First Aid & Medical Assistance) showing a site diagram of the event for emergency access routes and a plan to mitigate emergencies.

Traffic control signs/cones are not available at the park. The event sponsor is responsible for acquiring and placing signs/cones before the event and removing them after the completion of the event. Any signs/cones remaining after event clean-up will be removed by park staff and the cost of removal/disposal will be invoiced back to Sponsor. The park reserves the right to stop any activity if proper traffic control devices are not in place during the event.

Event Sponsors must use authorized DCNR staff, or other certified staff such as retired law enforcement officers, or fire department staff, for traffic detail. Volunteers for the sponsoring organization are not permitted to do traffic control. The SPONSOR will be billed for all DCNR man-hours used for the duration of the event.

MAPS (SITE/ROUTE): An event site plan and/or route map must be submitted with your event application. The site plan is a visual representation of all event infrastructures, operational elements and amenities used during the event. The activity route map is a visual description of all moving routes, activity and spectator's paths of an event within the park and surrounding boundaries. Primary site plans and route maps should be computer generated using scaled drawings and measurements to depict the components of the proposed event. Park maps available on the Presque Isle State Park webpage.

- Site plans, route maps and supporting drawings/diagrams should be submitted in PDF format and in an 8 ½" x 11" or 11" x 17" standard format.
- Site plans and route maps must be clearly labeled and include the names of all roads and areas that are part of the proposed event, including auxiliary parking and production areas.

Maps and Plans should clearly indicate:

- All access routes, removable fencing, exit locations, staging and spectator areas.
- All tents, canopies, production areas, registration, food and beer gardens.
- All fixed fencing, barricades, spectator/participant flow and directional signage along routes.
- All portable restrooms and sinks (if required).
- All recycling receptacles and dumpsters.
- All vehicles, trailers and shuttle areas for employees, volunteers and vendors.
- All parking, accessible parking, drop-off, and shuttle areas for participants and spectators.
- All medical and first aid facilities/vehicles and a minimum 20' emergency access lane.
- All generators, PA system(s), announcer and direction of all speakers.
- Any related infrastructure components or activities included in the event application.

**LANE CLOSURES: Presque Isle State Park is no longer accepting new events that require lane closures along the main roadways. The only new events that this would be permitted on are 5K's along Old Lake Road between Beaches 1 and 6.**

If an existing event requires lanes of traffic being closed off, the necessary cones and signage per required by the Pennsylvania Department of Transportation must be utilized. Roadways shall be opened for normal vehicle traffic by 10AM for events taking place between Memorial Day and Labor Day, and by 11AM for events outside of that summer window. This includes all events utilizing the main park roads as a loop for the course. If an event has not been concluded by those times, park staff will clear the racecourse and instruct event coordinators to open the roadways immediately.

DRONES: The use of drones, or unmanned aircraft systems, is not permitted at Presque Isle State Park.

Lifeguards: For events utilizing a swimming activity for the event, a minimum of 1 Presque Isle lifeguard is required per 25 participants. Lifeguard service pricing will

be based on current labor rates. Water based events may also require assistance from local dive rescue team or fire departments and can be discussed with park management.

**EVENT CATEGORIES:** Special events occurring in Presque Isle State Park will be assigned to one of the following categories

General	Events that are directly associated with fundraising for the entity which is established as a not-for-profit corporation, and which has been granted Federal tax-exempt status. All profits from these events are donated to charity. Events that claim Charitable status will be required to identify profiting charity, % of proceeds donated, and other necessary information. Or, events such as, but not limited to, music performances, exhibitions, arts and craft shows that are free and open to the public and do not constitute Promotional/Commercial Events. These events do not generate any profit for SPONSOR.	<ul style="list-style-type: none"> <li>• Small: 1-200 attendees</li> <li>• Medium: 201-750 attendees</li> <li>• Large: &gt;750 attendees</li> </ul>
Promotional/Commercial	Events that seek to promote, advertise, or introduce a product, corporation, company, or other commercial entity to either the general public or to a portion of the general public. These events generate a profit for SPONSOR.	<ul style="list-style-type: none"> <li>• Small: 1-200 attendees</li> <li>• Medium: 201-750 attendees</li> <li>• Large: &gt;750 attendees</li> </ul>
Boating Related	Events that require the use of a boat launch ramp and PA Fish and Boat Commission Special Activity Permit	<ul style="list-style-type: none"> <li>• Small: 1-200 attendees</li> <li>• Medium: 201-750 attendees</li> <li>• Large: &gt;750 attendees</li> </ul>
Weddings	Event including ceremony and/or reception with specific setup requested.	<ul style="list-style-type: none"> <li>• Small: 1-250 attendees</li> <li>• Medium: 251-750 attendees</li> </ul>



EVENT AREAS/CAPACITIES: The following areas of Presque Isle State Park are authorized areas within the PARK to hold special events. Participant numbers include ALL bodies (participating, spectating, providing service, event coordinators, volunteers, etc.)

Location	Maximum participants
Beach 1 (on beach events) *	900
Beach 1 (non-beach events)	5,000
Beach 11 (on beach events) *	1600 maximum participants
Beach 11 (non-beach events)	5000 maximum participants
West Pier (Boating Related Only)	90 maximum boat trailers
Niagara (Boating Related Only)	45 maximum boat trailers
Lagoons (Boating Related Only)	25 maximum boat trailers
Perry Monument	500 maximum participants
Rotary Pavilion**	1,500 maximum participants
Cookhouse Pavilion**	1,500 maximum participants
ERC Pavilion	900

\*Larger number of participants may be considered for after-hours events.

\*\*Only available from the day following Labor Day to the Friday before Memorial Day.

### III. EVENT SETUP AND TEAR DOWN

TIME PERIODS: Maximum set up and tear down periods are outlined in the below table.

Beach 1 Events	Day of Only
Beach 11 Events	Day Prior/Day After
West Pier	Day of Only
Niagara	Day of Only
Lagoons	Day of Only
Rotary Pavilion	Day of Only
Cookhouse Pavilion	Day of Only
Perry Monument	Day of Only
ERC Pavilion	Day of Only
Boating Related	Day of Only
Weddings	Day of Only

SETUP MAP AND SCHEDULES: A detailed setup map and load in/out schedule shall be submitted for review by Park Manager **thirty (30) days prior** to first day of setup. Map shall include any item that will be placed in the PARK by the event. Schedule shall include dates/times of all deliveries, booth setups, and which entrance will be utilized for said delivery.

WEATHER CONSIDERATIONS: In extraordinary weather conditions, DCNR may require modifications to how events are set up and torn down and how vehicles are used to minimize lawn damage. SPONSOR shall recognize that Presque Isle State Park can be affected by extreme weather conditions. In the event of extreme weather conditions that would have an effect on visitor safety, DCNR reserves the right to close the park. SPONSOR shall make preparations in event set up ensuring that large numbers of visitors can evacuate if necessary.

ENTRANCE BANNERS: Placement of a banner at the park entrance to promote sponsorship and identify the date(s) and time(s) of events may be permitted during certain periods of the year. DCNR cannot guarantee display of banners damaged by elements of the weather, vandalism, facility malfunction or other conditions not controlled by DCNR. Banners must meet the following criteria:

- Banners may be up to a **maximum** size of 4' high x 8' wide and made commercially by a DCNR approved supplier.
- All wording and design elements of the banner must be submitted in writing to the DCNR for prior approval. Final determination as to whether a banner will be displayed is to be made by the Park Manager or designee.
- SPONSOR shall coordinate with Park Manager to have DCNR install event banners. Banners shall be installed no earlier than one week prior to the scheduled date of the event.
- SPONSOR shall coordinate with PARK to retrieve banner. DCNR will hold banners for no longer than two (2) weeks following event.

FOOD/BEVERAGE CONCESSIONAIRES: Park Management can approve the use of food trucks at events. ` Food trucks are limited to parking on hardened surfaces only.

TENTS: Due to the PARK's infrastructure and archeological resources, a non-ground penetrating method for securing tents shall be utilized. Water barrels are the preferred method of securing tents for short-term events. Concrete-filled buckets, concrete-filled PVC counterweights or water jugs may also be used as appropriate to size of tent, but will not be permitted on Park's hardened surfaces. DCNR will determine whether to require or prohibit the use of tent flooring depending on the duration of the event and type of vendor activity. DCNR may approve other tent locations and methods of securing tents if requested by SPONSOR. In the event of inclement weather conditions, DCNR may modify use of tents to protect turf and utilities.

UTILITY HOOKUPS: PARK has electric and water services in various areas of the PARK. Generators may also be requested by SPONSOR and considered by PARK on a case-by-case basis. Requests and approvals shall be in writing for these services.

STAGES: The type of stage, process, and location is to be approved by the park manager or designee.

BOUNCE HOUSES/INFLATABLES/DUNK TANKS: The use of bounce houses/inflatables and dunk tanks are not permitted at Presque Isle State Park.

## IV. WEDDINGS AT PRESQUE ISLE STATE PARK

Picturesque Presque Isle State Park is a truly wonderful place to host your wedding ceremony and reception. Whatever you choose, you can be sure that your guests will be impressed by the spectacular aesthetics and breathtaking surroundings at this nature lover's paradise. To ensure you have a great experience, these locations have been designated to ensure the park's natural resources are protected, public safety is provided, minimized visitor conflict and park facilities can accommodate this special day. Celebrate your wedding in one of the parks four unique venues:

- **Beach 1:** an open, outdoor scenic spot on the sandy beach right off the lake able to accommodate up to 750 guests. Outdoor ceremonies are permitted year-round and must be located outside of the designated swimming area.
- **Rotary Pavilion:** a large rustic indoor space with a capacity of 144 guests; includes fully enclosed food preparation area, indoor/outdoor fireplace, picnic tables, and indoor lighting. This pavilion is available for reservation year-round. Outdoor ceremonies are only permitted from the day following Labor Day to the Friday before Memorial Day and an additional fee is required.
- **ERC Pavilion:** a moderately sized, covered pavilion with fully enclosed food preparation area for up to 112 guests. This pavilion is available for reservation from April to October. Outdoor ceremonies are only permitted from the day following Labor Day to the Friday before Memorial Day and an additional fee is required.
- **Cookhouse Pavilion:** a large covered pavilion suitable for a gathering of up to 250 guests; includes fully enclosed food preparation area, and picnic tables. This pavilion is available for reservation from April to October. Outdoor ceremonies are only permitted from the day following Labor Day to the Friday before Memorial Day and an additional fee is required.
- **All Beaches Outside of Swim Season:** Outdoor ceremonies at locations other than beach 1 are only permitted from the day following Labor Day to the Friday before Memorial Day.

Other rustic pavilions with less amenities are also available throughout the park for reservation. Other beaches within the park may also be used for weddings if there are less than fifty (50) guests, no set-up or need of chairs, arches, props, etc. for the event. Please contact the park office for more details.

### Time Restrictions

Setup and tear down must occur on the day of the wedding. All aspects of the wedding must take place within park open hours. Please inquire with park office for further details.

### Rental Fees

Any wedding with less than fifty (50) guests does not require special permission to happen on Presque Isle State Park, unless some type of setup is requested. Pavilion reservations may be made up to eleven months in advance by calling the toll-free Pennsylvania State Park Reservations Call Center at 1-888-PA-PARKS (1-888-727-2757) or online at [www.VisitPAparks.com](http://www.VisitPAparks.com). Use of areas outside of pavilion rentals requires a Letter of Authorization (LOA) obtained through the park office.

**\* Outdoor ceremonies are only permitted from the day following Labor Day to the Friday before Memorial Day.**

Catering

Not provided. Responsibility of wedding party.

Alcohol

Not permitted in accordance with Title 17 Conservation and Natural Resources, Section 11.209(b)(2) regarding alcohol in State Parks.

Special Restrictions

- Any outdoor area requested for a ceremony cannot be reserved exclusively for the wedding party. It must remain open and accessible always for use by other park visitors. If you would like exclusive rights to an area, you must rent a pavilion, and the wedding and/or reception must take place within the curtilage of that pavilion.
- Park Manager or designee must approve all decorations/accessories/props, and all items must be removed from the park immediately after the ceremony.
- All music must be kept to as low a volume as possible to not disturb other park visitors.
- Use of balloons, birdseed, or rice is not permitted.
- All refuse must be properly disposed of after the event.
- Wedding cannot block public access anywhere in the park.

## V. Special Event Schedule of Fees for Presque Isle State Park

Event SPONSOR agrees, upon completion of each event, to return the PARK premises in good condition. Upon completion of each event, the following conditions shall be fulfilled:

- Payment of fees, damages, or any other amounts due to the DCNR by the SPONSOR have been made.
- All debris, rubbish, and discarded items have been removed from the PARK by SPONSOR.
- The entire event premises and facilities therein are clean and operable.
- All deficiencies found in the final inspection of the event premises by the DCNR have been corrected by SPONSOR.

DCNR shall issue an invoice outlining costs incurred by SPONSOR within thirty (30) days following an event's tear down.

SCHEDULE OF FEES: Prices are per calendar day and include set up days, event days, and tear down days. Event fees are due thirty (30) days prior to the first day of event set up. Fees for general events that fall outside of the defined areas below, or are promotional/commercial, will be set by the park depending on the activity and impact to park resources.

Event Category	Beach 1	Beach 11	West Pier Launch	Niagara Launch	Lagoons Launch	Perry Monument	Rotary Pavilion *	Cookhouse Pavilion *	ERC Pavilion	All Other Beaches
General, Small (1 – 200 attendees)	\$350	\$350	N/A	N/A	N/A	\$350	\$350	\$350	\$350	N/A
General, Medium (201 - 750 attendees)	\$500	\$500	N/A	N/A	N/A	\$500	\$500	\$500	N/A	N/A
General, Large (> 750 attendees)	\$1,000	\$1,000	N/A	N/A	N/A	N/A	\$1,000	\$1,000	N/A	N/A
Boating Related, Small (1-200 attendees)	N/A	N/A	\$50	\$50	\$50	\$350	N/A	N/A	N/A	N/A
Boating Related, Medium (201-750 attendees)	N/A	N/A	\$100	\$100	\$100	\$500	N/A	N/A	N/A	N/A
Boating Related, Large (>751)	N/A	N/A	\$150	\$150	\$150	N/A	N/A	N/A	N/A	N/A
Weddings, Small (1-250 attendees)	\$250	N/A	N/A	N/A	N/A	N/A	\$250	\$250	\$250	\$250
Weddings, Medium (251-750 attendees)	\$400	N/A	N/A	N/A	N/A	N/A	\$400	\$400	\$400	\$400

\* Area only available from day after Labor Day through Friday before Memorial Day weekend.

### **Fixed Rate Fees** (charges in addition to General Event Fees)

Services	Price	Comment
LOA/SAA	\$25-\$50	DCNR Permit required for all events
Banner Install/Removal	\$100	One-time fee for each individual event
Additional Trash Receptacle	\$5	Per trash can
Trash Dumpster	\$50	Per trash cart/dumpster (includes pick-up, drop-off, and disposal)
Recycling Containers	Free	Must be kept contaminate free
Trash pickup, cleaning	\$36	Current hourly rate, benefits plus parts and materials to be billed per incidentals. Overtime rates may apply.
General repairs	Reference comments	Current hourly rate, benefits plus parts and materials to be billed per incidentals. Overtime rates may apply.
Specialized repairs	Reference comments	Current hourly rate, benefits plus parts and materials to be billed per incidentals. Overtime rates may apply.
Traffic Control and Lifeguard Services	Discuss w/ Park	Pricing based on current labor rates.
DCNR Ranger Services	Reference comments	Current hourly rate and benefits. Overtime rates may apply.
DCNR Ranger Supervisor (Chief) services	Reference comments	Current hourly rate and benefits. Overtime rates may apply.

### **Post-Event Charges**

In situations where sponsors do not comply with the agreed upon conditions for their event, additional charges will be assessed to cover operational, cleanup and repair costs as outlined below. Fees must be paid within 30 days of invoice date. Non-payment will cause forfeiture of all future consideration for activities/events at Presque Isle State Park.

Recycling containers will be placed out for all events free of charge and recycling is required for all events. We encourage use eco-friendly products. SPONSOR will be charged a fee for any contaminated recycling containers.

Services	Price	Comment
Operational Support	\$50	Per man-hour (i.e. Park staff services not planned for )
Documented Damages to Facilities	\$30 + materials	Per man-hour
Sign/Decoration Removal	\$10	Per unit
Recycling Contamination Fee	\$5	Per Contaminated Container

## **V: PRESQUE ISLE STATE PARK SPECIAL EVENT APPLICATION**

\_\_\_\_\_  
SPONSOR Name

is applying for use of Presque Isle State Park on the date(s) of

\_\_\_\_\_  
Month, Day(s), Year

for

\_\_\_\_\_  
Name of Proposed Event

The following information describes our proposed event:

1. Event Contact Person \_\_\_\_\_
2. Mailing Address of Contact \_\_\_\_\_  
\_\_\_\_\_
3. Telephone of Contact \_\_\_\_\_
4. Email Address of Contact \_\_\_\_\_
5. Requested Times of Event \_\_\_\_\_
6. Requested Set up Dates and Times  
\_\_\_\_\_
7. Requested Tear Down Dates and Times  
\_\_\_\_\_
8. Estimated Number of Participants  
\_\_\_\_\_
9. Estimated Number of Spectators  
\_\_\_\_\_
10. Estimated Number of Vendors (excluding food vendors)  
\_\_\_\_\_
11. What tent vendor/company will the event be contracting?



- a. Due to the historical, archeological and cultural resources, waterlines and irrigation heads, non-ground penetrating methods for securing tents such as water barrels, concrete blocks or an alternative must be used.
- b. In the event of inclement weather, DCNR reserves the right to modify the use of tents in order to protect turf and utilities.
- c. A Certificate of Flammability is required for all tents larger than 10x10.

12. What On-Security and Overnight Security company is the event planning to hire?

- a. Act 235 certified? Yes or No.
- b. Is the security company staff certified in CPR? Yes or No.
- c. What trainings has the security company staff completed? Yes or No.

13. What food vendor(s) is the event planning to hire?

14. Will the event be requesting the usage of UTV's? Yes or No.

- a. A roster of trained and approved operators to include the event sponsor and event staff is required to be submitted before the event date.

15. Which category does this event fall under?

- ☐ General 
 ☐ Promotional/Commercial  
☐ Volleyball 
 ☐ Fishing Tournament 
 ☐ Wedding 
 ☐ Other \_\_\_\_\_

16. Is this event expected to generate a profit? ☐ Yes ☐ No

17. Location(s) in the Park Requested:

- ☐ Beach 1 
 ☐ Beach 11  
☐ Boat Launch Areas 
 ☐ Perry Monument  
☐ Rotary Pavilion 
 ☐ Cookhouse Pavilion  
☐ Volleyball Courts  
☐ Other \_\_\_\_\_

18. How does the requested event meet one of the five Department of Conservation and Natural Resources strategic goals?

- a. Enhance Stewardship and Management of State Park and Forest Lands.
- b. Promote Responsible Stewardship of the Commonwealth's Natural Resources.
- c. Benefit Communities and Citizens Through Investments in Conservation and Recreational Resources
- d. Operate Effectively and Efficiently
- e. Ensure the Future of Conservation

19. What sustainable practices will the event contact/sponsor be implementing during this requested event?

20. How does the requested event meet the Bureau of State Parks Mission and Purpose?

21. Describe your event and list all activities that would be incorporated into this event (Use additional sheets of paper if necessary). \_\_\_\_\_

22.If there is any additional information about your event and/or organization that you would like to provide, please do so in the space below. \_\_\_\_\_

NOTICE: A permit, when issued upon this application, and the right to exercise the privileges granted thereby, is subject to the regulations of the Pennsylvania Department of Conservation and Natural Resources, Millcreek Township, and Presque Isle State Park's Special Event Guidelines. Your signature on this application shall be sufficient evidence of your familiarity with these regulations and guidelines, and these conditions.

All requirements must be met prior to the first day of set up, to include payment of fees, evidence of liability insurance, and any other necessary permits. Failure to do so will be grounds for cancellation of event and non-refund of fees paid to date.

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Event SPONSOR or Representative/Title

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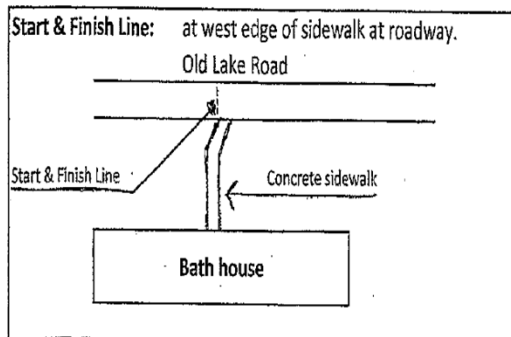
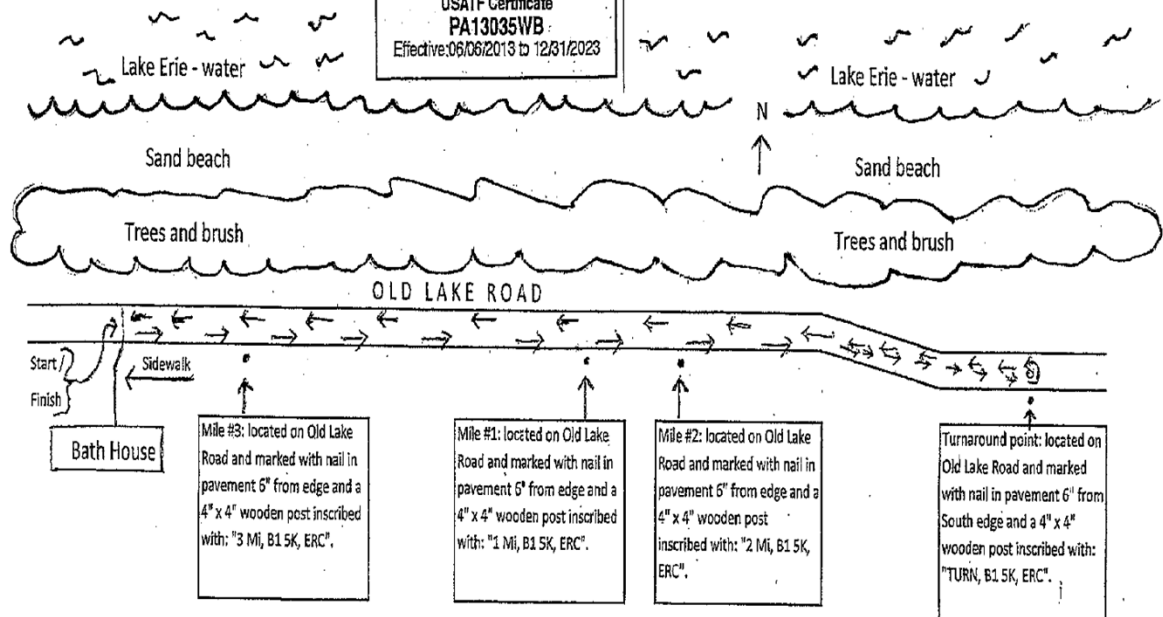
Date

## **VI: Certified Race Courses**

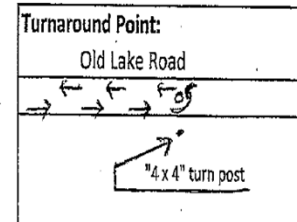
# PI BEACH ONE 5K

Presque Isle State Park, Erie, PA

USATF Certificate  
PA13035WB  
Effective: 06/06/2013 to 12/31/2023



ELEVATIONS:  
START: 590 FT.  
FINISH: 590 FT.  
HIGHEST: 593 FT.  
LOWEST: 588 FT.



MEASURED BY  
MIKE VIEYRA  
FAIRVIEW, PA  
04/23/2013

Note: "4 x 4" posts are made of treated lumber and stand approx 5 ft tall on south side of roadway approx 10 ft from edge.