



7600 Evans St. • Swissvale, PA 15218
412-271-7101 FAX: 412-271-5441

Amusement Permit Application

Permit Type: Permanent Temporary (10 days)

Event Location: Address: _____

Event Description: _____

Event Dates: _____ **Event Times:** _____

Admission Prices: General: \$ _____ Child: \$ _____ Senior: \$ _____ Other: \$ _____

Expected Attendance: _____
Expected Admissions Revenue (Gross): \$ _____

Event Organizer(s):

If the application is filed by a corporation, it shall be signed by two officers. If the application is filed by a co-partnership, association or joint venture, the application shall be signed by all partners and members.

Company/Organization Name: _____
Name of Person Filing Permit: _____
Address: _____
_____ Phone: _____

Company/Organization Name: _____
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Address: _____
_____ Phone: _____

Company/Organization Name: _____

Name of Person Filing Permit: _____

Address: _____

Phone: _____

Company/Organization Name: _____

Name of Person Filing Permit: _____

Address: _____

Phone: _____

Property Owner(s):

If the application is filed by a corporation, it shall be signed by two officers. If the application is filed by a co-partnership, association or joint venture, the application shall be signed by all partners and members.

Company/Organization Name: _____

Name of Person Filing Permit: _____

Address: _____

Phone: _____

Company/Organization Name: _____

Name of Person Filing Permit: _____

Address: _____

Phone: _____

Company/Organization Name: _____

Name of Person Filing Permit: _____

Address: _____

Phone: _____

Primary Contact:

This shall be the person who will be the primary contact between the Borough and the Event Organizer who will be responsible for the completion of tax reports and remittance of taxes due

Company/Organization Name: _____

Name : _____

Email Address: _____

Phone: _____

IMPORTANT INFORMATION – PLEASE READ!

AMUSEMENT PERMIT

Any person desiring to conduct or continue to conduct any amusement, the price of admission to or participation in which is subject to an amusement tax, shall file with the Borough an application for either a temporary or permanent amusement permit.

If the owner of the place of amusement is different from the person desiring to conduct the amusement, the application shall be jointly filed by the owner of the facility and the party conducting the amusement.

AMUSEMENT TAX

Borough Ordinance 15-02 levies a tax upon the admission to any amusement event within the Borough, at the rate of five percent (5%) of the admission fees/charges. If no fixed admission fees/charges are levied, assessed or imposed, the tax shall be paid on gross receipts/donations collected.

Every holder of an amusement permit shall keep and maintain complete records showing the daily admission charged or collected, the amount of tax due and any other information necessary to determine the amount of tax due.

If any person shall refuse or neglect to make payments or reports as required, a penalty of 10% of the amount of tax due and unpaid shall be added to the amount due. Additionally, failure to pay the tax when due will result in interest accrual at a rate of 1% per month, or any portion thereof, for which the tax remains due and unpaid. If for any reason the tax is not paid when due and suit is brought for recovery of the tax, the person liable, in addition, shall be liable for the cost of collection, along with interest and penalties imposed.

EXEMPTIONS

The amusement tax shall not apply to admission to or participation in any form of amusement which involves participation of students, and which is sponsored, organized, and promoted by, and whose benefits inure to a public school(s) or public school district(s) within the Commonwealth of Pennsylvania or a nonprofit organization created and operated to coordinate such events.

In order to obtain exemption, the organization must request the exemption from the Borough Manager of the Borough of Swissvale, in writing, no later than 30 days prior to the scheduled event.

APPLICANT ACKNOWLEDGEMENT and CERTIFICATION

By signing below, I acknowledge and certify the following:

- I have read the aforementioned information and hereby acknowledge that I must notify the Borough of any change to the event indicated in the application.
- I am a lawfully authorized agent of the organization(s) listed above.
- That all information provided on this application is true and correct to the best of my knowledge.

Name: _____ Signature: _____ Date: _____

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Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Borough Use Only

Permit No.		Approved by:		Date Issued:	
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