

For Borough use ONLY: Date Approved by Council: _____

Date Cert. of Insurance received: _____

Bond/Letter of Credit/Deposit Received: _____

Permit Number Issued: _____

BOROUGH OF PARKESBURG

APPLICATION for a PERMIT to CONDUCT a

SPECIAL EVENT or PUBLIC ASSEMBLY

Date of this Application

1. Name of event: _____

2. Date(s) of proposed activity: From _____; to _____
Month/Day/Year Month/Day/Year

Times:

Begin set up at: _____ am or pm; Event start time: _____ am or pm;
(Circle one) (Circle one)

Event end time: _____ am or pm; Clean-up ends: _____ am or pm
(Circle one) (Circle one)

3. Purpose of event: _____

4. Individual and/or organization sponsor(s): _____

Address: _____

Phone number (include area code): Day _____; evening _____

E-mail: _____ Cell phone #: _____

5. This is an application for a permit to conduct a (for definitions, see instructions page):

(Check one) Special Event _____ or Public Assembly _____

6. Location(s) of proposed activity (Include assembly and dispersal areas):

Streets to be closed? () Yes () No; If yes, which blocks and streets: _____

7. Certificate of insurance required? () Yes () No

8. Electric needed? () Yes () No Generator(s)? () Yes () No; Quantity? _____

9. Is food being served? () Yes () No **NOTE: If serving food you must contact the Chester County Health Department at 610-869-4077.**

10. Are you applying for alcoholic beverages? () Yes () No

11. Estimated maximum number of participants: _____ spectators: _____

12. Cleanup must be provided for the area by the applicant. **STREETS and SIDEWALKS MUST BE CLEANED of ALL GREASE.**

Street sweeper required? _____ Cost to applicant: _____
(Cost to be assessed by Borough)

13. The Commonwealth of Pennsylvania requires all special events held in the Borough to recycle all #1 thru #7 plastics; clear, brown and green glass; cans and cardboard. You will need to assign this duty to a specific volunteer. **The BOROUGH REQUIRES PROOF of DELIVERY to a RECYCLING CENTER.**

Name and contact information of the person(s) in charge of recycling:

14. Person(s) in charge of activity (One person must be listed as in charge of the activity. If different individuals are to be in charge of various activities at different location, each must be listed. Use additional paper if needed and attach to application.)

Person in charge: _____

Address: _____

Phone Numbers (include area code); Day: _____ Evening: _____

Cell Phone Number: _____ E-mail Address: _____

15. Plans for proposed activity (**On an attached sheet**, please **LIST COMPLETE DETAILS** of **ALL** principal speakers and complete time schedule for the activity. **NOTE:** Proposed route of any parade, or march and plans for the orderly termination and dispersal of the proposed activity which might affect the regular flow of Borough traffic must also be included.) *Penn DOT requires separate notification and approval for State roadways. Proof of notification to Penn DOT and their approval required.*

16. List all props, stages, sound equipment, and other items to be provided by applicant and / or sponsor. (Include approximate number and size(s) of supports, standards, necessary medical/sanitary facilities and other similar items.) Please use an additional sheet and attach if needed.

17. Marshals: Applicant/Sponsor must furnish marshals. Quantity of marshals: _____

a. Person(s) responsible for supervision of marshals (for each location):

Location(s): _____

Name(s): _____

Address (es): _____

Phone Number(s); Day: _____ Evening: _____

Cell Phone Number(s): _____

E-mail Address: _____

b. List the functions the marshals are expected to perform: _____

What communication equipment will be provided to the marshals (Including the number of walkie-talkies, cell phones, bullhorns, public address systems, flashlights, etc.)?

How will the marshals be identified? _____

APPLICATION IS NOT VALID UNLESS FULLY COMPLETED AND SIGNED:

Print name of person filing application

Signature of person filing application

Position of person filing application

Address of person filing application

Daytime phone number

Evening phone number

Cell phone number

E-mail address

(THE PORTION BELOW THIS LINE IS FOR BOROUGH USE ONLY)

Borough Manager

Police Chief

Mayor

Fire Chief

Approval of this application is contingent upon the following: _____

REQUIREMENTS FOR SPECIAL EVENTS HELD IN THE BOROUGH OF PARKESBURG

1. **INTRODUCTION:** The term "Special Events" includes sports events (*excluding inter-scholastic sports events*), pageants, celebrations, historical re-enactments, entertainments, exhibitions, parades, fairs, festivals and similar activities; the conduct of which has the effect, intent or propensity to draw a crowd or onlookers (this does not include First Amendment Right activities or demonstrations). A permit is required for all special events. Issuance of a permit is subject to the applicant's fulfillment of all following applicable requirements.

2. **COVERAGE:** All permittees/sponsors of special event activities involving:
 - the erection, construction or placement of any type of structure or equipment, such as tents, stands, platforms, or portable toilets;
 - or expected to draw more than a total of 25 participants or spectators;
 - or in which the sale of food to the public is contemplated.

3. **AUTHORITY:** Among the specific powers of the Borough shall be the following, and in the exercise of any such powers involving the enactment of any ordinance or the making of any regulation, restriction or prohibition, the Borough may provide for the enforcement thereof and may prescribe penalties for the violation thereof or for the failure to conform thereto: Health and cleanliness regulations. To make such regulations may be necessary for the health, safety, morals, general welfare and cleanliness and the beauty, convenience, comfort and safety of the Borough.

4. **BOND:** Permittee shall provide a bond (in the form of an irrevocable letter of credit, certified or cashiers check made payable to the Borough of Parkesburg, or cash) to cover the costs of restoration, rehabilitation, and cleanup of the area, public safety, or Police law enforcement coverage, and any other unbudgeted costs resulting from the special event. The Borough Manager will determine the appropriate bond amount, but in any event, the minimum amount of this bond will be \$500 per day for the duration of the event. Bond costs may increase, depending on the size and scope of the event. The bond must be furnished to the Borough Manager at least ten (10) days in advance of the opening date of the event.

5. HOLD HARMLESS AGREEMENT AND LIABILITY INSURANCE:

- a. The permittee agrees to save and hold harmless the Borough of Parkesburg, and its agents and employees from any and all claims, damages, suits at law or equity, or whatever kind of nature, for damages to or loss of property, or injury or death to persons resulting directly or indirectly from, or attributable to the permittee or its participants (service providers) in conjunction with the activities authorized by this permit.
- b. Permittee/sponsor must procure public and employee liability insurance from a responsible company with a minimum limitation of \$1 million per person for any one claim and a minimum aggregate limitation of \$3 million for any number of claims arising from any one incident. The Borough of Parkesburg shall be included as an additional named insured on all such policies. All policies shall have no right of subrogation against the Borough for payments of any premiums or deductibles thereunder and such insurance policies shall be obtained by, be for the account of, and be at the insurer's sole risk.

Permittee/sponsor must furnish documented evidence of the above Hold Harmless Agreement and the insurance coverage to the Borough Manager at least thirty (30) days in advance of the opening date of the event. Proof of liability coverage shall be in the form of a certificate, policy rider or binder and include the Borough as an additional named insured. The certificate holder shall be identified as:

Borough of Parkesburg
Borough Manager
315 West First Avenue
Bldg. 1
Parkesburg, PA 19365
610-857-2616 FAX 610-857-1102

6. **PROVISION OF SUPPORT BY BOROUGH:** The Borough cannot provide logistical support systems such as chairs, tents, portable toilets, and/or portable utilities and sound systems. If required, these may be rented from commercial sources. If accessible utilities (water, sewer, electricity) exist on site, these may be made available for a per-day fee for the duration of the event. The amount of the fee will be provided to the permittee and incorporated into the bond.

Capacities of some of these existing systems are limited and may not be sufficient to satisfy all the needs of the event. Only existing electronic outlets may be used. Power rooms and electrical boxes requiring modification before use during the event may not be used. Questions concerning available utilities should be directed to the Public Works Director. All costs of presentation of the event must be borne in their entirety by the permittee.

7. **COMPUTATION OF COST AND RETURN OF BOND:** All monies received will be deposited within three (3) business days of receipt. A damage assessment will be made immediately following the close of the event. Accounting of charges incurred as a result of the event will be completed by the Borough within thirty (30) days following the close of the event. Any costs accruing to the Borough will be itemized and deducted from the bond. A check for the balance remaining will be returned to the permittee/sponsor, or if necessary, a Bill for Collection for costs exceeding the bond will be issued to the permittee.

In the case of an irrevocable letter of credit, account charges will be billed within thirty (30) days, and a release issued. Also, at this time, an itemized accounting of the charges will be sent to the permittee.

8. **SITE PLAN:** If tents, stages or any other types of structure are to be placed on parkland, stakes driven, or any digging or trenching conducted, a complete site plan must be submitted to the Borough Manager at least thirty (30) days in advance of the opening of the event. The site plan should be made available as soon as possible to permit a more accurate estimate of a bond. No construction or site work may begin without prior official approval.
9. **COMFORT FACILITIES, GLASS CONTAINERS, and BALLOONS:** If attendance is expected to exceed the capacity of nearby public comfort facilities, or if none exist, the permittee must provide portable, temporary toilets with sufficient capacity to accommodate anticipated attendance. If portable toilets are determined necessary, a copy of the permittee's contract for their provision must be submitted to the Borough Manager at least ten (10) days in advance of the opening day of the event. Glass containers are not permitted unless approved by the Chief of Police and specified in the permit. No mass release of balloons is permitted.
10. **SIGNS AND ADVERTISING:** The role of donors or sponsors of special events or activities may be recognized, but the method of recognition must be in keeping with Borough policy and regulations.

THE FOLLOWING IS PROVIDED AS GUIDANCE:

An authorized Borough official may be assigned for on-site supervision each day of the event. Borough Police Officers may also be assigned to provide for public safety. All instructions given by authorized Borough personnel must be obeyed promptly. Failure to comply with all the terms and conditions of the Special Event Permit may constitute grounds for cancellation of the permit, and immediate termination of the event.