



For Borough Use Only:
Date Certificate 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 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 pm; Event start time: _____ am pm;

Event end time: _____ am pm; Clean up ends: _____ am pm;

3. Purpose of event: _____

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

Address: _____

Phone Number: Day _____ Evening _____

Email: _____ Cell Phone: _____

5. This is an application for a permit to conduct a:

Special Event Public Assembly *(for definitions, see instruction page)*

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

Streets to be closed? Yes No

7. Certificate of insurance required? Yes No

8. Electric needed? Yes No Generator(s)? Yes No

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 through #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 location, each must be listed. Use additional paper if needed to attach to application.)

Person in charge: _____

Address: _____

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

Cell Phone: _____ Email: _____

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.** *PennDOT requires separate notification and approval for State roadways. Proof of notification to PennDOT and their approval is 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: _____ Email: _____

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

Email address

For Borough Use Only

Borough Manager

Police Chief

Mayor

Fire Chief

Approval of this application is contingent upon the following: _____

Assessed Fee for Additional Police Personnel:

The Police Chief will review each application and determine the amount of Parkesburg Police protection needed to maintain public safety and civil order. The Borough will then invoice the applicant a fee associated with additional personnel being assigned for this specific detail. Payment is due 10 days prior to the event date, or the event will not take place.

The Borough will not permit private security agents or any non-Parkesburg Borough Police personnel to act as Public Safety Officers or Traffic Control/Safety personnel, unless approved by the Chief of Police. The Chief may authorize the use of Parkesburg Fire Police in addition to, or in lieu of, uniformed police officer.

Official Use Only

Number of Uniformed Officers Required: _____

Total Number of Hours Assigned: _____

Total Amount of Invoice: _____

Invoiced to: _____

Sent by: _____

Date: _____

**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 cashier's 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
315 West First Avenue, Building 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.

INSTRUCTION PAGE

WHERE TO APPLY: Applications may be obtained and filed at the following location during normal business hours (8:00 a.m. to 4:00 p.m., Monday through Friday, except holidays):

Borough of Parkesburg
315 West First Avenue Building 1
Parkesburg, PA 19365
610-857-2616

WHEN TO APPLY: Applications for special events or public assembly permits must be received at least ten (10) days in advance of proposed activity. Applications are accepted no earlier than one year in advance of the proposed public assembly or special event (including set up and take down).

DEFINITIONS: "Special Event" means 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. A permit is required for all special events. Issuance of a permit is subject to the applicant's fulfillment of all applicable requirements. "Public Assembly" means any meeting, demonstration, picket line, rally or gathering of more than twenty-five (25) persons for a common purpose as a result of prior planning that interferes with the normal flow or regulation of pedestrian or vehicular traffic or occupies any public area in a place open to the general public.

Please type or print clearly using dark ink when filling out this form. If any space provided on the form is insufficient, attach a supplement sheet(s) bearing the item number. Each blank space should be filled out completely. When the answer is "no" or "none", please so indicate.

NOTE: *APPLICATIONS must have ORIGINAL SIGNATURES. PHOTO COPIES or FAX COPIES will not be ACCEPTED.*