

Borough of New Cumberland



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NEW CUMBERLAND, PA 17070
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Borough of New Cumberland Special Events Application

This application must be submitted **45 days prior** to the event along with the security deposit (if applicable). Include a **certificate of comprehensive general liability insurance** naming the Borough of New Cumberland. Please use a separate sheet of paper if you need additional room.

Step 1: Applicant Information

Name of Organization: _____

Address including City, State & Zip: _____

Chairperson Name: _____

Chairperson Telephone # & E-mail: _____

Primary Event Day Contact & Cell #: _____

Secondary Event Day Contact & Cell #: _____

Step 2: Event Information

Name of Event: _____

Requested Date(s) for the Event: _____

Event Activity	Starting Date(s)	Ending Date(s)	Starting Time	Ending Time
Set Up				
Actual Event				
Tear Down				
Clean Up				

Rain Date(s) for the Event: _____

Location: _____

Purpose (Please explain or attach a copy of your agenda):

Number of persons expected to attend: _____

Is traffic control needed? (Signage, barricades, cones, etc.) YES NO

Is the use of the pavilions needed? YES NO

If yes, how many and which pavilion number? (Map provided)

Tents, structures, or entertainment devices (If needed):

Is there a need for electricity for the event? YES NO

Will this limit the public use of the Borough Park? YES NO

Portable toilets and hand washing sinks (If needed):

Are extra trash cans or dumpsters needed? YES NO

Will alcohol be consumed at the event? YES NO

Security and crowd control plans:

I declare under penalty of perjury that to the best of my knowledge these statements are true and correct. I understand that this application is a contract between the Borough of New Cumberland and myself and/or the organization.

Applicant's Signature: _____

Please print name: _____

Date: _____

Borough to complete the following —

Applicant Meeting Date & Time: _____

Borough Involvement:

Highway Involvement:

Barriers? YES NO

Trash Pick-up? YES NO

Police Involvement:

Yellow Breeches Creek

\$25.00

#3
35 - 40

Horseshoe Pits

\$50.00

#4
150

Concession

\$25.00

#2
50 - 70

\$25.00

#1
50 - 70

Playground

Gazebo

\$100.00

Playground
Equipment

Restroom

P
A
R
K
I
N
G

ONE WAY IN



OUT

IN

Yellow Breeches Creek