



SPECIAL EVENT PERMIT APPLICATION

To ensure the safety of our residents and visitors, while also minimizing the impact of special events on the flow of pedestrians, traffic, and commerce within New Cumberland Borough, the following permit process must be completed by all persons and organizations who wish to host a special event within New Cumberland Borough.

SUBMITTING AN APPLICATION DOES NOT GRANT PERMISSION TO HOLD AN EVENT

APPLICATION MUST BE SUBMITTED 60 DAYS BEFORE THE EVENT AND AT LEAST 21 DAYS BEFORE A BOROUGH COUNCIL MEETING

AN APPLICATION FEE OF \$50.00 IS REQUIRED WITH ALL EVENT APPLICATIONS

******APPLICATION FEES ARE NON-REFUNDABLE******

APPLICANT INFORMATION
Name of Applicant/Organization: _____
Main Contact Name: _____
Main Contact Mailing Address: _____
Main Contact Phone Number: (_____) _____
Main Contact E-Mail Address: _____
EVENT DAY CONTACT INFORMATION
Point of Contact Name: _____
Point of Contact Phone Number: (_____) _____
EVENT INFORMATION
Name of Event: _____
Date of Event: _____ Time of Event: _____ Rain Date: _____
Continued on the next page



EVENT INFORMATION CONTINUED

	Starting Date	Ending Date	Starting Time	Ending Time
Set Up	_____	_____	_____	_____
Tear Down	_____	_____	_____	_____
Clean Up	_____	_____	_____	_____

TYPE OF EVENT – CIRCLE ONE

Walk/Run Parade Festival March Other: _____
 Number of Participants: _____ Number of Workers: _____

DESCRIPTION OF EVENT (USE ADDITIONAL PAPER IF NEEDED)

LOCATION OF EVENT – IF THIS IS A RUN, WALK, PARADE, OR MARCH, PROVIDE MAP OF ROUTE – IF APPLYING FOR A RACE, INCLUDE EXACT START AND END LOCATIONS

LIST ALL STREET CLOSURES (IF APPLICABLE)



IMPACT ON PUBLIC TRANSPORTATION

Closing public streets to vehicular traffic can inconvenience neighboring businesses, residents, and the driving public. If you intend to close any street to vehicular or pedestrian traffic, you will need to provide the following:

- Permission from the Pennsylvania Department of Transportation Permits for closure of state roadway(s)
- Notice to other entities and/or property owners

As the applicant, you will be responsible for meeting any PennDOT or local street closing regulations as well as meeting with the borough police and/or public works to provide a detour and traffic control measures.

VENDORS, SUB-CONTRACTORS AND THIRD-PARTY COMPANIES

If there will be food and alcohol vendors, who are not a part of the organization hosting the event, you may be required to provide Certificates Of Insurance and Licenses for each vendor upon the request of the borough.

BOROUGH SERVICES REQUESTED OR REQUIRED – CIRCLE ALL THAT APPLY

Police Security - Police Traffic Control - No Parking Notifications

Public Works Road Closures - Public Works Waste Receptacles - Public Works Street Sweeping

EXPLAIN THE BOROUGH SERVICES REQUESTED OR REQUIRED

Empty space for explaining the borough services requested or required.



FEES FOR BOROUGH SERVICES

The New Cumberland Borough handles numerous event requests throughout the calendar year. The service required to support these events and reduce disruption to the borough places a financial toll on our taxpaying residents and businesses. To mitigate the costs associated with these events, the following fees will apply.

Barricades, cones, trash cans, no-parking signs, additional mowing, etc.
\$50.00 per event

Chair Box (metal folding chairs)
\$30.00 per event

Borough Park Restrooms, **with approval (see policy below)***
\$125 per day

Public Works Staff
\$50.00 per hour (*min two (2) hours*)

Police Officer (including vehicle)
\$75.00 per hour (*min three (3) hours*)

Escrow for Event, when required by Ordinance
Up to \$1,000.00

*(Restroom Use Policy) When submitting Special Events Application, organization hosting event must request use of restrooms at Borough Park and receive written approval for use. Additional portable toilets must be provided when estimated attendance is expected to be more than 250, or at the discretion of the Borough. Applicant must monitor restrooms to check on paper towels, toilet paper, empty trash, and ensure overall proper functionality of facilities during event. Facilities must be cleaned at end of events.

Applicant must provide a \$125 non-refundable fee. Any costs to repair damage resulting to the facility during the event will be billed to the applicant. A cleaning fee will be assessed to the applicant if the facility is not left in the same condition as it was provided. If Borough staff is required to respond to any issues during event, the applicant is responsible for any overtime costs at a minimum of 1.5 hours.

IF EQUIPMENT IS LOST OR DAMAGED, IT WILL BE REPLACED BY THE PERMIT HOLDER AT THE NEW CUMBERLAND BOROUGH'S REPLACEMENT COST.

PAYMENT FOR ALL NEW CUMBERLAND BOROUGH PERSONNEL, SERVICES, AND EQUIPMENT IS DUE AT THE TIME OF APPROVAL.



CHECKLIST OF REQUIRED ITEMS – EACH ITEM MUST BE ATTACHED BEFORE SUBMISSION

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed and Signed Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed Description of the Event |
| <input type="checkbox"/> | <input type="checkbox"/> | Map of the Event or Location of the Event |
| <input type="checkbox"/> | <input type="checkbox"/> | List of Streets to be Closed for the Event |
| <input type="checkbox"/> | <input type="checkbox"/> | List of Borough Services Requested – to be reviewed by New Cumberland Borough |
| <input type="checkbox"/> | <input type="checkbox"/> | Applicant’s Certificate of Insurance |
| <input type="checkbox"/> | <input type="checkbox"/> | Escrow Fee – may be cash, check, or money order |
| <input type="checkbox"/> | <input type="checkbox"/> | List of Food Vendors with Pennsylvania Food Licenses |
| <input type="checkbox"/> | <input type="checkbox"/> | List of Sub-Contractors with Certificates of Insurance |
| <input type="checkbox"/> | <input type="checkbox"/> | Proof of Public Transportation Approval – required to close public streets and state roadways |
| <input type="checkbox"/> | <input type="checkbox"/> | Pennsylvania Liquor Control Board Permit – required to serve alcohol |

ALL Certificates Of Insurance MUST Name The “New Cumberland Borough” As “Additionally Insured.”

CONTRACTUAL AGREEMENT

Applicant, for itself and its successors and assigns, hereby agrees to reimburse the Borough for reasonable attorney fees/costs of suit that it incurs, indemnify, and hold harmless, the Borough and its officers, supervisors, employees, attorneys, successors, and assigns from and against losses, liabilities, claims, demands, causes of action, damages, costs, including reasonable attorney’s fees, and expenses of every kind and nature, whether or not covered by insurance, arising out of, resulting from or caused by, in whole, or part, any negligent act, error omission or willful misconduct on part of Applicant, its agents, employees or subcontractors in connection Applicant pursuant to this agreement, including but not limited to, those in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, any liability for fines, fees or penalties for violations of any statutes, ordinances, codes, rules, regulations or standards applicable to the services performed by Applicant, its agents, employees or subcontractors (hereinafter “Acts and/or Omissions”). These obligations contained within this section shall survive the termination of this Agreement.

Signature of Applicant

Date



OFFICE USE ONLY – NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: _____ Date Payment(s) Received: _____

- | YES | N/A | |
|--------------------------|--------------------------|---|
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Reviewed by Public Works	YES	NO	N/A	Date: _____
Reviewed by Police Department	YES	NO	N/A	Date: _____
Approved by Borough Manager	YES	NO	N/A	Date: _____
Approved by Borough Council	YES	NO	N/A	Date: _____