

**BOROUGH OF MONTOURSVILLE
EVENT PERMIT**

DATE: _____

NO: _____

NAME OF SPONSOR: _____

ADDRESS: _____

CONTACT PERSON: _____

TITLE: _____

DAY PHONE: _____ **EVENING PHONE:** _____

NAME OF REQUESTED EVENT: _____

DESCRIPTION OF EVENT: _____

DATE(S) OF EVENT: _____

ALTERNATE DATE FOR BAD WEATHER _____

PROPOSED HOURS: _____ **SETUP BEGINNING:** _____ **AM/PM**

DISMANTLE BY: _____ **AM/PM**

OPERATING FROM: _____ **AM/PM**

OPERATING

TILL: _____ **AM/PM**

ESTIMATED ATTENDANCE: _____

HOW MANY VOLUNTEERS WILL BE INVOLVED: _____

LOCATION OF EVENT - (Attach map or plot plan of proposed event)

WILL MONEY BE COLLECTED FOR ANY PURPOSE AT THE EVENT:

YES NO (Circle One)

HOW WILL MONEY BE COLLECTED AND WHO WILL BENEFIT:

WHAT SERVICES WILL BE REQUESTED OF THE BOROUGH: _____

BARRICADES: _____

WATER: _____

OTHER: _____

SIGNATURE OF APPLICANT _____

PRINT NAME: _____

REVIEWS:

RECREATION BOARD _____

STREETS/WATER _____

BOROUGH POLICE _____

FIRE CHIEF _____

BOROUGH SECRETARY _____

BOROUGH COUNCIL:

APPROVED: _____ **DENIED** _____

COMMENTS: _____

FACILITY USE FEE \$ _____ **DONATION** \$ _____

DATE PAID _____ **CK #** _____ **BY:** _____

CERTIFICATE OF INSURANCE: Date Received _____

BOROUGH OF MONTOURSVILLE

EVENT PERMIT

DEFINITION

EVENT - ANY PARADE, RACE, MARCH, DEMONSTRATION, SPEECH, DEBATE, BLOCK PARTY, FAIR, BAZAAR, CIRCUS, CONCERT, TOURNAMENT, EXHIBIT OR EXHIBITION SHOWS, INVOLVING *50 OR MORE* PERSONS WHICH TAKES PLACE ON THE PROPERTY OF MONTOURSVILLE BOROUGH, INCLUDING ANY AND ALL LANDS OWNED BY THE BOROUGH OF MONTOURSVILLE, OR UNDER THE CONTROL OF THE BOROUGH; AND ALL RIGHTS OF WAY OR EASEMENTS OF THE BOROUGH OF MONTOURSVILLE; STREETS; SIDEWALKS; PARKS; AND OTHER LANDS AS DESCRIBED ABOVE.

MAJOR EVENT -AN EVENT INVOLVING *MORE THAN 500* PERSONS AND/OR REQUIRES A LARGE AMOUNT OF LAND USAGE.

REGULATIONS

FOR THE CONVENIENCE AND SAFETY OF OUR CITIZENS AND PERMIT HOLDERS, ANY INDIVIDUAL OR ORGANIZATION WISHING TO HOLD AN EVENT OR MAJOR FUNCTION IN THE BOROUGH OF MONTOURSVILLE MUST COMPLY WITH THE FOLLOWING REGULATIONS AND REQUIREMENTS:

- 1. ALL REQUESTS FOR USE OF THE BOROUGH'S RECREATION AREAS MUST BE SUBMITTED TO THE MONTOURSVILLE BOROUGH RECREATION BOARD, MONTOURSVILLE BOROUGH OFFICE, 617 N. LOYALSOCK AVENUE, MONTOURSVILLE, PA 17754-1321, FOR THEIR REVIEW, COMMENT AND RECOMMENDATION. ALL REQUESTS MUST BE RECEIVED AT LEAST NINETY (90) DAYS PRIOR TO THE SCHEDULED EVENT. ALL REQUESTS WILL BE APPROVED OR DENIED BY MONTOURSVILLE BOROUGH COUNCIL.**
- 2. PERMITS MAY BE CONDITIONED UPON POSTING OF BONDS OR OTHER SECURITY AND LIABILITY INSURANCE, NAMING THE BOROUGH OF MONTOURSVILLE, THEIR AGENTS AND EMPLOYEES AS A CO-INSURED AND ACCEPTING LIABILITY FOR PERSONAL INJURY AND PROPERTY DAMAGE AS MAY RESULT FROM THEIR USE OF THE BOROUGH'S PROPERTY.**
- 3. IT IS AT THE DISCRETION OF THE BOROUGH OF MONTOURSVILLE IF ONLY ONE MAJOR FUNCTION WILL BE SCHEDULED PER DAY.**
- 4. ALL APPLICANTS ARE SUBJECT TO STATE AND LOCAL LAWS AND USER FEES. IF PERMITS ARE NEEDED FROM OTHER AGENCIES, IT WILL BE THE DUTY OF THE APPLICANT TO SECURE THE NECESSARY PERMITS.**

5. **IT IS THE RESPONSIBILITY OF THE SPONSORS OF THE EVENT OR MAJOR FUNCTION TO CLEAN UP THE ACTIVITY AREA FOLLOWING THE EVENT OR MAJOR FUNCTION. IF TRASH REMOVAL IS REQUIRED, AN ADDITIONAL FEE WILL BE CHARGED BASED ON CURRENT CONTRACT PRICE.**
6. **IF ADDITIONAL BOROUGH SERVICES ARE REQUIRED, THE APPLICANT SHOULD MAKE ARRANGEMENTS WITH THE APPROPRIATE DEPARTMENT HEAD.**

<u>DEPARTMENT</u>	<u>DIRECTOR</u>	<u>PHONE</u>
BOROUGH SECRETARY	GINNY GARDNER	368-2486
STREETS/WATER DEPT.	RONALD SMITH	368-2486
RECREATION BOARD	ROBERT DUNNE	368-2098
CHIEF OF POLICE	DAN STRAILEY	368-2488
MTSVL FIRE DEPT.	STEVE WILSON	368-2260

7. **THE MONTOURSVILLE BOROUGH COUNCIL RESERVES THE RIGHT TO RECOVER ALL OR ANY PORTION OF COSTS INCURRED BY THE BOROUGH OF MONTOURSVILLE FOR THE EVENT, FROM THE EVENT SPONSORS, FOR DAMAGE, EXCESSIVE WEAR TO THE FACILITIES, TRAFFIC CONTROL AND/OR CROWD CONTROL.**