HISTORIC
Bellefonte
Est. 1795

SPECIAL EVENT PERMIT APPLICATION

Applications for special events must be submitted no less than sixty (60) days prior to the proposed event, or ninety (90) days prior if the event includes closure of State highways, to address below or emailed to: mmccullough@bellefontepa.gov

NOTE: Completed applications, including all supporting documentation, are required for final approval. Pending applications (submitted and under review) that are still considered incomplete ten (10) calendar days prior to the proposed event will automatically be denied.

It is understood that not all sections of this application form will apply to every Special Event Permit. If certain sections are not applicable, please indicate N/A in the space provided. You will be contacted if additional information is required. **Special Event Permit Application Fee: $100.00 (non-refundable)**

EVENT INFORMATION	
Name of Event/Type of Event (circle all that apply):	
Use of Park	Foot Race
Closing of Public Streets	Bicycle Race
Parade	Other
Description/Name of Event:	
On a separate sheet or in a letter, please provide a DETAILED narrative description of the event. Attach copy of program/brochure if available.	
Event Location(s):	
If Talleyrand Park, [ ] Gazebo Side [ ] Figure 8 Side [ ] Both Sides	
Date(s) of Event:	
Rain Date(s):	
Event Hours:	
Set up Date/Hours:	If Walk/Race, Start/End times:
Breakdown Hours:	Estimated Attendance:
Approximate number of persons volunteering or working the event:	
Organization Applying for the Permit:	
Is sponsoring Organization a 501c3 non-profit charitable organization? [ ] Yes [ ] No	
Organization Address:	
Event Coordinator Name:	
Event Coordinator Phone:	
24/7 contact/Cell (contact during event):	
Email for contact person:	

STREET/LOT CLOSURE		
Streets To Be Closed	*Duration*	*Location (from/to)*
West Parking Lot (circle)	*North Parking Lot (circle)*	*South Parking Lot (circle)*
Written description of route and/or streets, alleys, and/or municipal parking lots to be closed (attach map). NOTE: If a State Route is proposed to be closed, Penn DOT Form TE-300 must be filed with Penn DoT. Please print form from the Borough's website, sign and submit with this application.		
[ ] Attached		
Plans for notifying residents and businesses on streets to be closed: Attach a copy of any flyer/communication to be disseminated.		
[ ] Attached		

Will your event need? Circle all that apply and provide details	
Police Assistance	
Medical Services	
Traffic control by Fire Police	
Road Signs	
Electrical Service	
Water Service	
Traffic cones or Barricades	
Street Sweeping	
Refuse collection/Recycling Service	
Will Your Event Have? Circle all that apply and provide details	
Banner(s), number/location. Please attach a completed Borough Banner Application.	
Food & Drink for sale? If yes, have you notified existing food businesses within 150' of Event?	
Live Entertainment/Amplification	
Will alcoholic beverages be available? If yes, describe location and safe guards - map of secure area, checking proof of age, PA LCB approval, etc. Please attach documents	
Animals, If yes, number/ type	
Tent(s), Stage(s), or temporary structure(s)	
Portable toilets and/or Hand Washing Stations If yes, Location, delivery, pick up?	
Any request for Borough property must be coordinated through the Borough Staff to ensure availability and appropriateness for the requested event. A deposit fee may apply. The use of Bellefonte Borough employees, services and equipment is subject to approval by Bellefonte Borough council. All employee time should be incurred during normal hours. Any additional expenses incurred can be charged to the sponsor organization at the direction of Bellefonte Borough council upon approval of permit.	

Waiver of Liability
As the applicant for this event, I agree to abide by the terms and conditions of the Borough of Bellefonte and the conditions of the approved application. Special Event Permit approval is limited to the approval for conducting certain activities on public property, which includes, but is not limited to, streets, alleys, public parking lots, park lands, and other public facilities as described and approved in the Special Event Permit. I agree to be responsible for any damage to Borough property and to replace any Borough Property lost or stolen as a result of this event. I have attached the required Certificate of Comprehensive General Liability Insurance in the amount of at least $1million for each occurrence and $2 million aggregate for property damage, which policy names the Borough as an additional insured (contact any insurance provider to secure this policy).

COMPLETE, SIGN AND DATE
By Signing and submitting this Special Event Permit Application, sponsor agrees to indemnify, defend, and hold harmless the Borough of Bellefonte and its employees, officers, and agents from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by the Sponsor's act or omission or negligence or fault of the Sponsor's agents, subcontractors, suppliers, employees or servants in connection with the Permit, except for any claims, liability, demands, suits or losses arising from willful or grossly negligent acts of the Borough of Bellefonte, its elected and appointed officials, agents, employees, and authorized volunteers.
Name of Event Sponsor:
Authorized Signer (Print): (Sign):
Title of Signer:
Date Signed:
Approval Date:
With Conditions:

Special Event Permit Application Fee: $100.00 (non-refundable)

[ ] PAID Date:_____

OFFICIAL USE ONLY		
Borough Staff Review	Date Received	Date Approved
Police Chief (or designee)		
Comments:		
Public Works Director (or designee)		
Comments:		
Borough Manager (or designee)		
Comments:		