

BOROUGH OF MONTOURSVILLE EVENT PERMIT

DATE: _____ NO: _____

NAME OF SPONSOR: _____

ADDRESS: _____

CONTACT PERSON: _____ TITLE: _____

DAY PHONE: _____ EMAIL: _____

NAME OF REQUESTED EVENT: _____

DESCRIPTION OF EVENT: _____

DATE(S) OF EVENT: _____ ALTERNATE/RAIN DATE: _____

WILL YOU BE RENTING/USING A PAVILION? YES _____ NO _____

IF YES #1 _____ #2 _____ #3 _____ #4 _____ #5 _____ #6 _____

HOURS OF EVENT: SET UP BEGINNING _____ AM/PM DISMANTLE BY _____ AM/PM

OPERATING HOURS START: _____ AM/PM END: _____ 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 REASON AT THE EVENT YES _____ NO _____

HOW WILL MONEY BE COLLECTED AND WHO WILL BENEFIT FROM THE FUNDS: _____

WHAT SERVICES WILL BE REQUESTED OF THE BOROUGH: _____

BARRICADES: _____

WATER: _____

OTHER: _____

SIGNATURE OF APPLICANT: _____

PRINT NAME OF ABOVE SIGNATURE: _____

REVIEWERS:

RECREATION BOARD: _____

STREETS/WATER: _____

BOROUGH POLICE: _____

FIRE CHIEF: _____

BOROUGH SECRETARY: _____

BOROUGH COUNCIL: APPROVED _____ DENIED _____

COMMENTS: _____

FACILITY USE FEE \$ _____ DONATION \$ _____

DATE PAID _____ CASH/CHECK NUMBER _____

CERTIFICATE OF INSURANCE: RECEIVED IN BOROUGH OFFICE ON _____

PAYMENT AND INSURANCE RECEIVED BY _____

Please initial that you have received the following

Event Permit _____

Pavilion User Agreement _____

Tobacco-Free Policy _____

BOROUGH OF MONTOURSVILLE

EVENT PERMIT DEFINITIONS

EVENT: Any parade, race, walk, run, competition, wedding, march, demonstration, speech, debate, block party, fair, bazaar, circus, concert, tournament, exhibit, exhibition show or any other activity that, in the opinion of the Council, requires a large area that takes place on the property of the Borough, including any and all lands owned by the Borough or under the control of the Borough, and all rights-of-way or easements of the Borough, including, but not limited to streets, sidewalks and alleyways.

EVENT PERMIT: A permit required to conduct an event or a public event.

PUBLIC EVENT: An event involving and open to the public with participants, guests or spectators or which requires the use of a street, sidewalk or alleyway.

REGULATIONS:

For the convenience and safety of our citizens and permit holders, any individual or organization wishing to hold an event or public event 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 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 public event will be scheduled per day.
4. All applicants are subject to State and Local laws and use 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 public event to clean up the activity area following the event or public event. If trash removal is required, an additional fee will be charged based on current contract price.
6. Traffic control must be provided at all road intersections during the event or public event including the recycling area.
7. If additional Borough services are required, the applicant should make arrangements with the appropriate department head as listed below.

Department	Director	Phone
Borough Secretary	Ginny Gardner	368-2486
Recreation Board	Misty Emick	220-4576
Chief of Police	Jeff Gyurina	368-2488
Mtsvl Fire Dept	Jeff Hutchins	368-2260

8. 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.