



Yardley Borough

Special Event Permit

Applicant/Sponsor Information

Event Name _____

Event Date _____

Sponsoring Organization: _____

Applicant Contact: _____

Email: _____

Address: _____

Phone: _____

Fax: _____

1-List any professional event service providers hired by applicant:

Name: _____

Address: _____

Phone: _____ Fax: _____

Identify on-site point of contact for event:

Name: _____ Cell: _____

2-EVENT INFORMATION

Type of Event: _____

Location/Staging Area:

Event Hours: _____ am/pm to _____ am/pm

Set Update: _____ Start Time: _____

Provide details of set up/assembly work:

Take Down Date: _____ StartTime: _____

Completion Date: _____ Time: _____

3-Event Information

Provide detailed description of your event. Include details regarding all components of the event. Attached additional sheets if necessary. All tents used must be staked or weighed down.

YES NO

Does event involve a moving route of any kind along streets or sidewalks? If **Yes**, attached detailed map of route indicating direction of travel and a narrative explaining route.

Does event involve the closure of any streets or sidewalks? If **Yes**, list streets requiring closure include dates and times of closure and re-opening: _____

Does event involve a fixed site? If **Yes**, attach a detailed site plan.

4-Facilities:

In addition to the above, include a diagram showing overall layout and location of the following:

Food concessions/preparation

Describe how food will be served at event: _____

If food is to be prepared at event, specify method:

Gas/Propane Electric (Note: solid fuels are not permitted)

NOTE: Cooking in Buttonwood & FitzGerald's Field Parks requires Borough Council Approval

Number of standard portable toilets to be supplied _____ (minimum one(1) per 200 people)

Number of ADA Accessible toilets to be supplied _____ 10% of total number of toilets

Trash/ Recycling Management

Waste must be properly disposed of during and after event. Describe waste management and clean-up plan:

Number of dumpsters with lids _____ (Required 1 per every 400 people)

Fences, Barriers, and/or Barricade locations: _____

Generator/Temporary Power Locations: _____

Stages, Tents other structures locations _____

Other Components not covered: _____

5-SAFETY/SECURITY/ACCESSIBILITY

Describe method of crowd control and security. Yardley Borough may require a police presence at applicant's expense. _____

Describe Accessibility Plan for individuals with disabilities. It is applicants' responsibility to comply with all requirements established by Americans with Disability Act.

Indicate arrangements for Emergency Medical staffing and equipment.

of Ambulances _____ provided by: _____

If event is to take place in evening, describe lighting plan:

6-BUTTONWOOD PARK

Use of electrical outlets in Buttonwood Park require a deposit & fee set forth in the annual fee schedule.

7-PARKING/SHUTTLES

Describe event parking arrangements and/or shuttling of attendees:

Describe event plan for Handicap Accessible parking:

Describe method and message for notifying nearby residents & businesses impacted by event:

8-ENTERTAINMENT & ACTIVITIES

YES NO

Will musical entertainment be provided at event? If **YES**, indicate the following:

Live music_____ Recorded Music_____ Type of Music_____

Will amplified sound be used? If **YES** indicate (include sound checks):

Start Time:_____ End Time:_____

Describe the sound equipment to be used:

Will specialized lighting, decorations or signs be used? Describe and give

location(s):_____

9-BOROUGH SUPPORT & SPECIAL REQUESTS

What type, if any, Borough support is requested?

(Note-Depending on event, certain staffing may be required, there is a fee for using police barricades and cones)

10 Restoration of Facilities

All users of Borough facilities will be responsible for repairing damaged Borough property, including turf.

11-INSURANCE

Prior to the final permit approval, the applicant must provide a certificate of general liability insurance as well as bodily harm and property damage in the amount of \$1,000,000.00 per occurrence and an aggregate of \$2,000,000.00 naming Yardley Borough as an “additional insured.” Insurance coverage must be maintained for the duration of the event.

Yardley Borough reserves the right to request the complete insurance policy.

Name of Carrier: _____ Agent: _____

Address: _____

City: _____ State: _____

Phone# _____ Policy# _____

11-Affidavit of Applicant

Advance cancellation notice is required. If event is cancelled, notify Yardley Borough @ 215-493-6832 at least 72 hours prior to event schedule. Otherwise Borough resources may be deployed needlessly and future applications may be jeopardized.

I certify that the information contained in this application are true and correct to the best of my knowledge and belief. I have read and understand and agree to the rules and regulations governing the proposed event as set forth by Yardley Borough. I agree to abide by these rules and further certify that I on behalf of the organization am authorized to commit that organization, and agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to Yardley Borough.

By signing this application I indemnify, hold harmless, defend Yardley Borough, its’ agents, officials and employees from all suits and actions including reasonable attorney fees and all costs of litigation and judgment of every name and description against the Borough as a result of loss, damage or injury to any person or property by any action or omission by the event organizer.

Name: _____ Title: _____

Signature: _____ Date: _____