

SPECIAL EVENT APPLICATION
BOROUGH OF HUNTINGDON
Code Enforcement Office
530 Washington Street, PO Box 592
Huntingdon, Pennsylvania 16652-0592
Phone: (814) 643-3966 ext. 132 Fax: (814) 643-2644
Email: jmorris@huntingdonboro.com

All information and requested documentation must be provided.
Any incomplete application will be rejected and returned to the applicant.

Date of Application: _____

Applicant(s) Name: _____

Applicant(s) Address (Street, City, State, Zip Code): _____

Email: _____

Telephone Number(s): _____ / _____

Event Name: _____

Date of the Event: _____ Time of the Event: _____

Location of the Event: _____

Name(s) & Phone Number(s) of Contact Person(s) that will be Present at the Event:

Name(s): _____ / _____

Telephone Number(s): _____ / _____

Describe the Event in detail (purpose, expected number of attendees, activities/entertainment, type of food, beverages, etc on a separate sheet of paper and attach it to this application.

List all vendors, participants, etc on a separate sheet of paper and attach it to this application. All vendors must be registered with the Borough of Huntingdon and have a valid permit/license to operate within the Borough.

I verify that the information provided in this application is true and correct to the best of my knowledge. I understand that false information made herein is subject to the penalties of (18PA.C.S. #4909) relating to unsworn falsification of authorities.

Signature of Applicant(s): _____ / _____

Date: _____

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General Rules & Regulations

The hours established to conduct a Special Event is from 2:00 pm to 10:00 pm Monday through Friday and from 9:00 am to 10:00 pm Saturday, Sunday, and any major federal holiday.

A Special Event is permitted on Washington Street from 4th to 8th streets.

Responsibility of the Applicant

Ensure you initial #1 thru #10, which must be returned with this application, to acknowledge you read & understand the requirements to receive a Special Event permit.

1. Must have a valid Certificate of Insurance verifying general liability insurance of no less than \$1 million dollars per occurrence listing the Borough of Huntingdon as an "additional insured".
_____ / _____
2. If alcohol is being served, you must have a valid Liquor Liability insurance of no less than \$1 million dollars per occurrence and \$2 million dollars aggregate listing the Borough of Huntingdon as an "additional insured". Alcoholic beverages are only permitted inside the barricades of the event with a valid "License to Serve Alcohol on Public Sidewalk" issued by the Borough of Huntingdon. All state and federal rules, regulations, and laws governing this subject must be followed. _____ / _____
3. Placement and removal of an adequate number of trash receptacles, which must be properly disposed of immediately after the event. _____ / _____
4. You are required to clean-up any other debris, furniture, etc immediately following the event. _____ / _____
5. Placement and removal of portable toilet(s) (1 for every 100 people) that must be properly removed immediately after the event. _____ / _____
6. Proper notification to all guests/patrons/attendees where the boundaries are and any other rules.
_____ / _____
7. Placement and removal of barricades at the locations where the event starts and ends. These items will be supplied by the Borough and staged at specific locations near the event. _____ / _____
8. Placement and removal of "No Parking" signs on each parking meter at the time designated by the Borough. Signs must be removed immediately after the event. These signs will be supplied by the Borough and can be picked up at the Borough office during normal working hours. _____ / _____

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9. No liquid waste or grease will be disposed of in or around vegetation/ landscape areas, storm drains, onto sidewalks or streets or other public areas/spaces. Under no circumstances shall grease be released or disposed of in the Borough's sewer system. _____ / _____
10. The applicant and/or designated person(s) will be present during the event at all times. _____ / _____

Assessment of Police Officer(s) and Fees

The Huntingdon Borough Chief of Police will have the discretion to determine if police coverage is necessary for the event. If police coverage is warranted, you will be informed of how many officers will be assigned to the event, which will determine the fee for the Special Event permit (see Special Event Permit Fees listed below).

The application will be submitted to the Huntingdon Borough Code Enforcement Officer no later than 45 days before the event occurs. Your application will be presented (you may be present) at the upcoming Community Development Committee for review. You will be notified whether your request has been approved or denied. If approved, you will be informed of the permit fee, which is due within 5 days after approval. Failure to pay within the noted timeframe will void the approval of the permit.

If the event is cancelled by the applicant and/or terminated by the Borough, no refunds will be made.

Special Event Permit Fee

- \$100.00 for the permit and no officers
- \$302.00 for the permit and 1 officer (see note below)
- \$504.00 for the permit and 2 officers (see note below)
- \$706.00 for the permit and 3 officers (see note below)
- \$908.00 for the permit and 4 officers (see note below)

Note: \$202.00 per officer (3 hour minimum as stipulated in the contractual agreement in the police officers' contract with the Borough of Huntingdon). A \$62.00 per hour per officer fee that would require additional hours beyond the initial three hours minimum.

The fees associated with this permit will be reviewed annually and modified from time to time by resolution of Huntingdon Borough Council.

Revoke/Terminate of Permit

A Special Event permit may be revoked by the Borough of Huntingdon, at its discretion, for failing to comply with the conditions for the issuance of the permit, violating any provision of this agreement or other applicable state or federal law(s).

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The Chief of Police has the authority to terminate the event immediately, if he/she believes it is necessary due to imminent danger or a threat to public safety.

Attach the Following Documents to this Application:

- Certificate of Insurance providing general liability insurance of not less than \$1 million dollars per occurrence, listing the Borough of Huntingdon as additional insured. The applicant shall indemnify the Borough of Huntingdon against any and all such claims, losses, injuries or damages to person or property, including attorney' s fees and court costs, whether incurred as a result of the negligence of the Borough, etc.
- If alcohol is being served, attach a valid Liquor Liability insurance of no less than \$1 million dollars per occurrence and \$2 million dollars aggregate listing the Borough of Huntingdon as an "additional insured".
- Describe the Event in detail (purpose, expected number of attendees, activities/entertainment, type of food, beverages, etc on a separate sheet of paper.
- List all vendors, participants, etc on a separate sheet of paper. All vendors must be registered with the Borough of Huntingdon and have a valid permit/license to operate within the Borough.

DO NOT WRITE BELOW THIS LINE

Application was Received on: _____

Reviewed at the Community Development meeting on: _____

Approved / Disapproved

Comments: _____

Date Reviewed by the Chief of Police: _____

Number of Officers Assigned: _____

Hours of the Event: _____

Expected Number of Attendees: _____

Fee for Permit: _____ Check # _____ Date: _____

Comments: _____

