



BOROUGH OF EMMAUS COMMUNITY EVENT REQUEST APPLICATION

The Borough must receive event request applications a minimum of **30 days** prior to proposed event date. Event request applications with street closure requests must be received no less than **90 days** prior to proposed event date. *Note: the Mayor has jurisdiction over closing Borough streets, while the PA Department of Transportation has jurisdiction over state highways and roads.*

Applicant Information

Organization Name: _____ Organization Address: _____

Contact Person/Title: _____
Contact Phone: _____ Contact Email: _____

Liability Insurance *Must submit Certificate of Insurance for General Liability*

Proof of Public Liability Insurance coverage carrying limits of **\$1,000,000 or greater** is required.

Event Information

Event Name: _____ Estimated attendance: _____
Date(s): _____ Time(s): _____ Location: _____
Setup Time: _____ Tear Down Time: _____ Event Description: _____

Was this event held within the Borough previously? Yes No If yes, when? _____

FOOD *May require a Borough of Emmaus Health Inspection*

Will food be offered at the event? Yes No If yes, will it be for Purchase No charge

Will the event be catered? Yes No If yes, type of catering (i.e., food truck, ice cream truck, pig roast, etc.) and name of catering business: _____

Alcohol *Must submit Certificate of Insurance for Liquor Liability*

Will alcohol be allowed or made available at the event? Yes No

If yes, will it be for Purchase No charge Permitted (BYOB)

***ALL EVENTS WHERE ALCOHOL WILL BE AVAILABLE, A POLICE OFFICER IS REQUIRED AND WILL BE AT THE EXPENSE OF THE ORGANIZATION HAVING THE EVENT. ***

Tents, Canopies, and Stages

Will you be erecting tents, canopies, or stages for event? Yes No

If yes, type of, number of, size of, proposed location of, and securing method of: _____

Amplified Sound Microphones, speakers, bands, d.j.s

Will you be using amplified sound at the event? Yes No If yes, type of, proposed location of, and proposed usage time of: _____

Inflatables *Must submit Certificate of Insurance*

Will you have any inflatable amusement devices? Yes No If yes, type of, number of, proposed location of, and securing method of: _____

Cross Street Banner Request *Across Main Street at the Emmaus Library

Hang on: _____ Remove on: _____ (Maximum 3 weeks) **Banner Description:** _____

Banner Height: _____ (Maximum 32") **Banner Length:** _____ (Maximum 28')

Banner MUST have: a minimum of 6 vents, proper eyelets - minimum 18" Centers, 1/2" I.D. and double eyelets on each corner, 3" clips, 50' 3/8" nylon rope

Upon signature to this Application: Applicant agrees to pay the fee(s) associated with the erecting and removal of the aforementioned banner. Please review the Borough's most current fee schedule for costs. Applicant agrees to pay any and all expenses the Borough of Emmaus may incur. Applicant further agrees to supply the Borough with the necessary items involved in erecting and removing banner. Banner and supplies must be brought to Borough approximately 2-3 days prior to the banner being hung.

Street Closing Requests

<u>Street</u>	<u>Locations</u>	<u>Time Period</u>
_____	to _____	to _____
_____	to _____	to _____
_____	to _____	to _____

Parking Requests *Parking spaces, no parking, etc.

Description of Request: _____

Location: _____ **Date/Duration:** _____

Police Officer Requests *A Police Officer is required at events where alcohol is available*

Do you require a Police Officer(s) at the event? Yes No If yes, how many Officers? _____

Location of Officer(s): _____ **Time period for Officer(s):** _____

Upon signature to this Application: Applicant agrees to pay the fee(s) associated with providing Police coverage for an event. Please review the Borough's most current fee schedule for costs. Applicant agrees to pay any and all expenses the Borough of Emmaus may incur.

Additional Requests

GENERAL PROVISIONS

The Applicant agrees to:

1. Provide to the Office of the Borough Manager a Certificate of Insurance for public liability coverage a minimum \$1,000,000 in coverage, naming the Borough of Emmaus as an additional insured.
2. Abide by all Ordinances, rules, and regulations of the Borough of Emmaus.
3. Conform to all state and federal laws and regulations.
4. Accept all Borough facilities and property "as is" without any Borough representation of such property as fit for the use as contemplated for the proposed event.
5. Ensure that everyone associated with the planning and execution of the event is familiar with all relevant Borough Ordinances, rules, and regulations.
6. After the event, all Borough property shall be in the same condition as it was preceding event.
7. Pay all expenses incurred by the Borough, at the rates detailed in the Borough of Emmaus Fee Schedule, resulting from the occurrence of the event.

ACKNOWLEDGMENT AND INDEMNIFICATION

I agree to hold harmless, indemnify, and fully and completely release the Borough of Emmaus, its officers, directors, employees, and agents from any and all claims, demands, damages, losses, causes of action, costs, expenses and liability of every nature and description of whatsoever kind of death or injury of all persons involved and/or on account of all property damage of any kind whether tangible, intangible, or loss of use resulting there from, to any party arising from, during or in any matter connected with the event activities. I swear and affirm that the statements made in the foregoing application are true and correct to the best of my knowledge, information, and belief. I agree on behalf of myself, and the foregoing identified organization that I/we will abide by all of Ordinances, codes, and regulations of the Borough of Emmaus, and by all laws, rules, and regulations of the Commonwealth of Pennsylvania and the United States of America.

Signature

Date

Submit completed application to: Borough of Emmaus, 28 S 4th Street, Emmaus PA 18049