BOROUGH OF EMMAUS

COMMUNITY EVENT INFORMATION SHEET

This Information Sheet must be submitted at least 30 days before the date of a proposed event. If approval for any aspect of the event is needed from the Mayor or Borough Council, then the Application must be submitted at least 60 days before the event. See pages 2 and 3 of this sheet for examples of when Mayor or Borough Council approval is necessary. Questions about whether Mayor or Council approval is necessary should be addressed to the Borough Manager at 610-966-6357.

Event Information.

Name of Event: _____

Description of Event: _____

Location of Event: _____

Date(s) and Times of Event (Including set up and break down): _____

_____ Estimated Attendance: _____

Has the event been held in Emmaus before? If yes, when? _____

Organization Name and Contact Person, including address, phone number, and email address of each:

_____

_____

_____

_____

Street Closing Requests.

Street	Locations	Time Period
_____	_____ to _____	_____ to _____
_____	_____ to _____	_____ to _____
_____	_____ to _____	_____ to _____

Parking Requests.

Location and Number of Spaces: _____

Type(s) of Restrictions Requested: _____

Time(s) of Restrictions: _____

Banners.

Types and Locations of Banner(s): _____

_____

Duration of Banner(s) Being Hung: _____

> ***If you intend to hang a banner across Main or Chestnut Street you will need to complete a Banner Application for PPL, which is available in the Office of the Borough Manager.**

Tents, Canopies, and Stages.

Will you be erecting tents, canopies, or stages?   Yes _____   No _____   If yes, please state the

number, size, proposed location, and method of securing them. _____

_____

_____

Amplified Sound.

Do you propose to have amplified sound? Yes _____   No _____   If yes, please describe the proposed

amplified sound, for example, music, loudspeaker, announcements, and the expected hours of use.

_____

Inflatables.

Do you propose to have any inflatable amusement devices? Yes _____   No _____   If yes, please

describe the inflatables, and where and when it/they are proposed to be used. _____

_____

Alcohol.

Do you intend to allow alcohol or make alcohol available? Yes _____   No _____   If yes, alcohol will be:

Sold _____   Available for Free _____   Permitted (BYOB) _____. Please note that alcohol

consumption in parks is limited to non-bottled beer, and is permitted only in pavilion areas of parks, and is

prohibited in Triangle Park unless specifically approved by Borough Council.

Liability Insurance.

The Borough requires that the Applicant provide proof of at least $1,000,000 in public liability insurance.

Please identify: Name of the Insurer _____
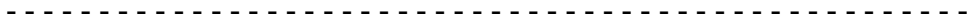
Limits of Public Liability Coverage _____

*A Certificate of Insurance naming the Borough of Emmaus as additional insured must be provided to the Borough Manager's Office at least 15 days prior to the event.

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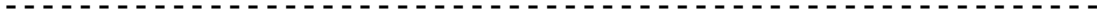
MAYOR OR BOROUGH COUNCIL APPROVAL

This list is intended to be a helpful guide. If your event will involve any of the following activities, you will need approval from the Mayor or Borough Council. If you have any questions about the necessity of obtaining Mayor or Council approvals, contact the Borough Manager at 610-966-6357.

1. Closing any street. Note that the Mayor has jurisdiction over closing Borough streets, while the PA Department of Transportation has jurisdiction over state highways and roads.

2. If the event is in a Borough park, selling any items, whether for profit or not-for-profit, or engaging in any solicitation as part of the event.

3. Consumption of alcohol on Triangle Park, sale of alcohol as part of an event, or consumption of alcohol, other than non-bottled beer, in a Borough park.

4. Holding any event at Triangle Park.

5. Use of any portion of a Borough park, other than a reserved pavilion, that interferes with the use of the park by other park patrons.

6. Engaging in any activity in a Borough park that is otherwise prohibited. See Code of Ordinances, Chapter 16, Section 103, a copy of which is attached hereto.

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GENERAL PROVISIONS

The Applicant agrees to:

1. Provide to the Office of the Borough Manager, at least 15 days before the event, a Certificate of Insurance of public liability coverage with at least $1,000,000 in coverage, naming the Borough of Emmaus as a named insured.

2. Abide by all of the 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. Indemnify and hold harmless the Borough of Emmaus and all of its employees, representatives, agents, officials, and any other person from any liability for property damage or personal injury, or any other damage, occurring during or as a result of the event for which this Application is submitted, or occurring or being caused by the organization sponsoring the event or any of its employees, representatives, agents, officials, volunteers, attendees, or any other person associated with the event.

6. Ensure that everyone associated with the planning and execution of the event is familiar with all of the relevant Borough ordinances, rules, and regulations.

7. Pay all of the Borough's out-of-pocket expenses for extra personnel provided by the Borough as a result of the occurrence of the event, at the rates detailed in the Borough's Fee Schedule.

8. After the event, leave all Borough property in the same condition as it was preceding the event. If the Borough needs to clean any area left in a substandard condition, the event organizer will be responsible for the Borough's cost of clean-up. If any Borough property is damaged, the event organizer will be responsible for the cost of repairs necessitated by such damage.

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 the 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 of Applicant   Position in Organization   Date

IF YOU HAVE ANY OTHER REQUESTS OR ANY OTHER PERTINENT INFORMATION, PLEASE DESCRIBE IT OR THEM BELOW. IT IS IMPORTANT THAT WE KNOW YOUR INTENTIONS TO HELP YOU ENSURE THAT YOUR EVENT GOES AS SMOOTHLY AS POSSIBLE

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