SPECIAL EVENTS PERMIT APPLICATION

***All applications MUST be submitted to the Borough Manager NO LATER THAN 90 days prior to the event to be eligible for approval**

Name of Event: _____

Organization Applying for Permit (Applicant): _____

Organization's Address: _____

Special Event Coordinator Name: _____

Special Event Coordinator Cell Phone Number: _____

Special Event Coordinator Email Address: _____

Alternate Contact person cell phone and e-mail address:_____

_____

Description/Purpose of Event: _____

_____

_____

_____

_____

Specific Location Requested for Event (i.e-road closures, etc.):_____

_____

Proposed Dates/Hours of Event: _____

Rain Date (next day only): Yes or No (Circle one)

Event Start Time: _____

Proposed Set up Days/Hours: _____

Estimated Number of Vehicles in the Public Right of Way: _____

Estimated Number of Participants/Spectators: _____

Extra Parking Needs: _____

Tents (Size)/Other Structures: _____

(Tents must comply with the current Lansdale Borough Fire Code.)

Will Alcohol be served? _____

Additional Electric Service Needs: _____

Will you be erecting any stages? _____

Will you have amplified music or sound at the event? _____

Will you be giving away, selling food or engaging independent food vendors? _____

A map of the event area is to include approved vendor locations, bathroom facilities, stages, etc.). A vendor permit must be visible at all times during the event.

Other information required by Borough:

_____

_____

_____

_____

_____

_____

_____

_____

_____

"Transient Retail Businesses", as defined in Chapter 388-14.A. of the Code of Ordinances of Lansdale Borough, are prohibited during special events..

REQUIRED FORMS AND DOCUMENTS

Signed Indemnification Agreement (Attachment 1)

Certificate of Insurance:

A certificate of insurance, along with all required endorsements, naming Lansdale Borough, its officers agents, employees and agents as additional insureds, to be filed no less than ten (10) business days prior to the scheduled event, indicating that the applicant possesses or will obtain public liability insurance in the form of a comprehensive general liability insurance policy with the following minimum limits:

(i) $500,000.00 for each person for bodily injury ;
$1,000,000.00 for each occurrence of bodily injury; and
$250,000.00 for each occurrence of property damage; OR

(ii) $1,000,000.00 for each occurrence of combined single limit bodily injury and property damage AND

(iii) If food or nonalcoholic beverages are to be sold or served at the event, such policy shall also include an endorsement for products liability in an amount not less than $500,000.00. If alcoholic beverages are to be sold or served at the event, the policy shall also include an endorsement for liquor liability in an amount not less than $500,000.00.

Higher requirements of insurance may be required for certain events.

Do not write below this line – for office use only

Application Received: _____

Application Fee Received: _____ Amount: $_____ Check # _____

Signed Indemnification Agreement Received: _____

Certificate of Insurance Received: _____

Attachment 1

INDEMNIFICATION/HOLD HARMLESS AGREEMENT

THE APPLICANT AGREES TO INDEMNITY, DEFEND (WITH COUNSEL OF LANSDALE BOROUGH'S CHOICE), AND HOLD AND SAVE HARMLESS LANSDALE BOROUGH, ITS PRESENT AND FUTURE ELECTED AND APPOINTED OFFICIALS, EMPLOYEES, AGENTS (COLLECTIVELY "INDEMNIFIED PARTIES"), FROM AND AGAINST ANY AND ALL LIABILITIES, PENALTIES, FINES, FORFEITURES, DEMANDS, CLAIMS, CAUSES OF ACTION, SUITS, AND DIRECT COSTS AND EXPENSES INCIDENTAL THERETO (INCLUDING COSTS OF DEFENSE AND REASONABLE ATTORNEY'S FEES) WHICH THE INDEMNIFIED PARTIES MAY HEREAFTER SUFFER, INCUR, BE RESPONSIBLE FOR OR PAY OUT AS A RESULT OF BODILY INJURIES (INCLUDING DEATH) TO ANY PERSON, DAMAGE TO ANY PROPERTY (PUBLIC OR PRIVATE) PROXIMATELY CAUSED BY THE APPLICANT, ITS OFFICERS, EMPLOYEES OR AGENTS OR ANY PERSON UNDER THE CONTROL OF THE APPLICANT, AND ARISING OUT OF OR RELATED TO ISSUANCE OF THE SPECIAL EVENTS PERMIT FOR THE EVENT IDENTIFIED IN THE PERMIT APPLICATION ATTACHED HERETO, AND THE APPLICANT AGREES TO REIMBURSE LANSDALE BOROUGH FOR ANY COSTS INCURRED IN REPAIRING THE DAMAGE TO BOROUGH PROPERTY OCCURING IN CONNECTION WITH THE SUBJECT EVENT AND PROXIMATELY CAUSED BY APPLICANT, ITS OFFICERS, EMPLOYEES, OR AGENTS, OR ANY PERSON UNDER THE CONTROL OF THE APPLICANT.

Print
Name/Applicant/Organization:_____

Signature:_____