

**Newtown Borough
Special Event Application**

Persons or groups planning special events are required to submit this application. Applications must be submitted no fewer than sixty (60) days and no more than one hundred eighty (180) days prior to the date of the proposed event. All applications are reviewed by Police/Public Safety and the Mayor and Borough Council prior to consideration at a Borough Council meeting.

Application Fee: \$50.00 Police, traffic control, and other public services rates: \$95/hr

Submission Date: _____ Event Date: _____ Rain Date _____

Brief Description of event: _____

Name of entity/applicant: _____

If the applicant is an organization:

Chairperson: _____ Contact Phone/email: _____

Alternate: _____ Contact Phone/email: _____

Proposed start time: _____ Proposed end time: _____

Borough Facilities: Yes _____ No _____ → if yes, location: _____

Will the event require police and/or traffic management services?

Yes _____ No _____

If yes, please attach a separate sheet that includes a map and a written description identifying all impacted streets, parade routes, intersection closures, and other affected areas.

If the proposed event will block any street or other public right-of-way, all affected residents, occupants, tenants, and businesses must be notified **prior to submitting this application**. The notification shall include the date, time, and location of all impacted rights-of-way and closures. A list of all contacted persons and corresponding addresses shall be submitted with this application on a separate sheet.

If the proposed event includes participation by vendors and/or organizations other than the applicant, the names and addresses of all such entities shall be provided on a separate sheet.

Does the event include programming requiring participation of any elected official? Yes _____ No _____

If yes, please list the elected official(s): _____

Borough Use Only

Police Chief Meeting Date: _____

Police Review / Comments: _____

Recommendation to Borough Council:

Approve Approve w/ Conditions Deny

Conditions (if any): _____

Date: _____ **Forwarded to Council:** _____

Acknowledgments and Certifications

(Please initial each item to indicate understanding and agreement.)

I/We understand that it is the permittee's responsibility, when using the sidewalks, streets, or parks of Newtown Borough for a special event or function, to provide large trash receptacles. These receptacles shall be maintained and emptied periodically during the day and removed at the end of the day.

I/We understand that it is my/our responsibility to notify the Chief of the Newtown Fire Association and the Chief of the Newtown Ambulance Squad at least sixty (60) days prior to the event.

I/We understand that the special events permittee, sponsor, or host shall supply the Borough with a valid, prepaid policy of bodily injury and property damage liability insurance. This policy shall insure the permittee, sponsor, or host and the Borough for all bodily injury, death, or similar occurrences and property damage liability in the aggregate amount of **\$1,000,000**. The policy shall name the Borough as an additional insured. A certificate of insurance shall be attached.

I/We understand that the Borough, directly or indirectly, is not the guarantor of the safety of any special event and retains all attributes of sovereign immunity with respect to the activities of its officials and employees related to the permitting of any special event. As a condition precedent to acceptance of the permit, the applicant agrees to indemnify and hold harmless the Borough, its officials, employees, and agents from any claims for damages resulting from the operation of any special event for which a permit has been issued.

Applicant Name (print): _____

Organization (if applicable): _____

Signature: _____

Date: _____

Submit application to: jsabath@boroughofnewtown.com

Send application fee/check to Newtown Borough Hall – 23 North State Street Newtown PA 18940

Attachments Checklist

(Check all items submitted with this application.)

- Event map and written description of route, street impacts, and closures
- List of notified residents, businesses, and occupants (with addresses)
- Vendor and/or participating organization list (names and addresses)
- Certificate of Insurance naming the Borough as additional insured
- Additional narrative or supporting documentation (if applicable)

Alcoholic Beverage Permit Application For Special Events

The possession of an open container, as well as the sale, distribution, and consumption of alcohol, liquor, or malt or brewed beverage, shall be permissible only by a permit issued by Borough Council and only by following the restrictions outlined in this application. Permits shall only be issued to business(es) or non-profit corporation(s) with a primary place of business within Newtown Borough, or in affiliation with an event hosted by Newtown Borough.

Persons/Groups seeking to conduct or sponsor an event wherein the sale, distribution, or consumption of alcohol, liquor, or malt or brewed beverages is contemplated on public property shall complete and submit an application for an Alcoholic Beverage Permit no less than sixty (60) days prior to the event.

The applicant shall submit the application to the Chief of Police along with a Special Events Proposal application. The Chief of Police shall provide written comments on the application and forward it to Borough Council for review and approval.

An Alcoholic Beverage Permit shall be for no longer than four (4) continuous hours, commencing no earlier than 11:00 AM and concluding no later than 10:00 PM. The four (4) continuous hours may be within the longer hours of a full event.

Will Borough facilities be occupied or otherwise involved with the consumption or distribution of alcohol?

Yes: _____ No: _____ If yes, describe _____

Initial: _____ I/We understand that all applicable state or county laws or regulations must be followed.

Initial: _____ I/we understand that the consumption of alcohol by minors is strictly prohibited at all times on public property.

Initial: _____ I/We understand that it is the permittee's responsibility, when using the sidewalks, streets, or parks of Newtown Borough for a special event or function, to provide large trash and recyclable receptacles which will be maintained and emptied periodically during the day and will be removed at the end of the day. All alcoholic beverage containers will be removed along with trash removal.

Initial: _____ I/We understand that it is my/our responsibility to notify the Chief of the Newtown Fire Association and the Chief of the Newtown Ambulance Squad that the Special Event will include an Alcoholic Beverages Permit.

Initial: _____ I/we understand that each applicant shall furnish proof that it, or the appropriate licensee, has obtained a "caterer's license" or other required license, if any, from the Pennsylvania Liquor Control Board.

Initial: _____ I/We understand that the special events permittee, sponsor, or host shall supply the Borough with a fully executed indemnity agreement, in a form satisfactory to the Borough Solicitor. Such agreement shall include an agreement that the applicant shall reimburse the Borough for any costs incurred in repairing damage to Borough property occurring in connection with the permitted event

and proximately caused by the permittee, its officers, employees, or agents, or any person under the permittee's control, including but not limited to participants and spectators of the event. Further, the permittee shall defend the Borough against, and indemnify and hold the Borough harmless from, any liability to any persons resulting from any damage or injury occurring in connection with the permitted event proximately caused by the actions of the permittee, its officers, employees, or agents, or any person under the control of the permittee, including but not limited to participants and spectators of the event. Event insurance policy shall be no less than in the aggregate amount of \$1,000,000. Such policy shall name the Borough as an additional insured. Certificate must be attached to this application. This application will not be considered without a fully executed indemnity agreement attached.

Attestation of Applicant/Sponsor:

Print name: _____

Signature: _____

For Borough Use:

Chief of Police Comments/Recommendation to Mayor/Council:
