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# The Borough of Newtown

23 North State Street  
Newtown, Bucks County  
Pennsylvania 18940



Website  
boroughofnewtown.com

## Special Events Proposal Application

Persons/Groups planning Special Events are required to submit this proposal application. This proposal must be submitted no less than sixty (60) days, nor more than one hundred-eighty (180) days prior to the proposed event. This will allow ample time for the Borough Council, Mayor and Chief of Police to review the proposal for consideration of approval at the next Council Meeting. There is an application fee of **\$25.00** due at the time of application submission.

Submission Date: \_\_\_/\_\_\_/\_\_\_ Meeting with Police Chief: \_\_\_/\_\_\_/\_\_\_

Date of Event: \_\_\_/\_\_\_/\_\_\_ Rain Date: \_\_\_/\_\_\_/\_\_\_

Brief description of Event/Function:

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Name of Sponsor/Group:

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Chairperson: \_\_\_\_\_ Contact number: \_\_\_\_\_

Alternate: \_\_\_\_\_ Contact number: \_\_\_\_\_

Alternate: \_\_\_\_\_ Contact number: \_\_\_\_\_

Time of Event Start: \_\_\_\_\_ Time of Event End: \_\_\_\_\_

List Borough Facilities Involved: \_\_\_\_\_

Are additional Police Services anticipated or required? Yes \_\_\_ No \_\_\_

Note: If additional Police Services are utilized, the Sponsor will be invoiced at a rate of **\$75.00** per officer/hour.

If the proposal involves a parade or procession, please attach a drawing and/or a written description of the anticipated route. Attachment provided? Yes / No

Are any streets required to be blocked? Yes / No

If so, please list the streets below and effective time:

Street: \_\_\_\_\_ Between: \_\_\_\_\_ & \_\_\_\_\_ Time: \_\_\_\_\_  
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Street: \_\_\_\_\_ Between: \_\_\_\_\_ & \_\_\_\_\_ Time: \_\_\_\_\_  
Street: \_\_\_\_\_ Between: \_\_\_\_\_ & \_\_\_\_\_ Time: \_\_\_\_\_  
Street: \_\_\_\_\_ Between: \_\_\_\_\_ & \_\_\_\_\_ Time: \_\_\_\_\_

Note: You may be billed accordingly for set up and removal of barricades.

I/We understand that if a street is blocked, the affected surrounding residents, businesses and places of worship must be notified prior to the submission of this form. I/We will contact the following and notify them of the date and time of closing. This will verify that no known conflicts exist with the scheduled event. (Attach additional sheets if necessary):

Person Contacted: \_\_\_\_\_ Address: \_\_\_\_\_  
Person Contacted: \_\_\_\_\_ Address: \_\_\_\_\_  
Person Contacted: \_\_\_\_\_ Address: \_\_\_\_\_  
Person Contacted: \_\_\_\_\_ Address: \_\_\_\_\_

Please provide a list of participants and/or vendors involved (Please include Non-Profit Organizations):

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_

Is there a formal program that requires participation from any elected Officials?  
Circle Yes / No Official(s) : \_\_\_\_\_

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 which will be maintained and emptied periodically during the day and will be 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 liability insurance, insuring the permittee, sponsor or host and the Borough for all manner of bodily injury, death or like occurrences and property damage liability in the aggregate amount of \$1,000,000. Such policy shall name the Borough as an additional insured. Certificate should be attached.

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

Attestation of Applicant/Sponsor:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

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*For Borough use:*

*Chief of Police Comments/Recommendation to Mayor/Council:*

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