



2021 CALENDAR YEAR - REVISED

For Borough use ONLY: Date Application Received: _____
Escrow Payment Received: _____
Date Cert. of Insurance Received: _____
Date Approved by Council: _____

BOROUGH of KENNETT SQUARE APPLICATION for PERMIT to CONDUCT a SPECIAL EVENT or PUBLIC ASSEMBLY

_____ Date of this Application

1. Name of event: _____
2. Date(s) of event: _____
Month/Day/Year

<u>TIMES:</u>	<u>FROM</u>	<u>Circle One</u>	<u>TO</u>	<u>Circle One</u>
EVENT:	_____	AM or PM;	_____	AM or PM;
ROAD CLOSURES:	_____	AM or PM;	_____	AM or PM;
PARKING PROHIBITION:	_____	AM or PM;	_____	AM or PM;

3. Purpose of event: _____
4. Individual and/or organization sponsor(s): _____
- Address: _____
- Phone No's (include area code): Day _____ Evening _____
- E-mail: _____ Cell phone No: _____

5. This is an application for a permit to conduct a (for definitions, see instructions page):
Special Event _____ or Public Assembly _____ (Check one)
6. Location(s) of proposed activity (Include assembly and dispersal areas. Must be precise as no deviation from this will be allowed): _____

7. Streets to be closed? () Yes () No (Check one); If yes, which blocks and streets; must be precise as no deviation from this will be allowed: _____

8. Certificate of insurance is **REQUIRED!** Name of insurance firm: _____

9. Do you need electric supplied by the Borough? () Yes () No (Check one) **If yes, please email RMoran@kennettsq.org to request locations map. Fees may apply.**

10. Is food being served? () Yes () No (Check one) **If yes, you are directly responsible for contacting the Chester County Health Department (CCHD) at 610.344.6225.**

a. Verification/Proof of contact with CCHD if food is being served.

11. Are alcoholic beverages being served? () Yes () No (Check one). If no, skip to number #12.

If yes, you are directly responsible for contacting the Commonwealth of Pennsylvania and must answer the following questions, 11.a. b. and c. You must also provide the Borough with proof of licensing from the Liquor Control Board.

a. Is alcohol being served in combination with food? () Yes () No (Check one)

b. What types of alcohol will be available? Check all that apply () Beer () Liquor () Wine

c. Where will alcohol be served? _____

NOTE: *Glass containers are not permitted upon the streets of the Borough*****

12. Estimated maximum number of participants: _____ spectators: _____

13. Clean-up must be provided by the applicant. All efforts must be made to stop grease from contacting streets and sidewalks through the placement of a protective barrier (cardboard, rugs, etc.). All grease that does contact the street or sidewalk must be **COMPLETELY CLEANED. Street sweeper anticipated?** () Yes () No (Check one) **If yes, cost to be assessed by Borough.**

14. The Commonwealth of Pennsylvania requires that all special events held within the Borough must recycle all #1 thru #2 plastics; clear, brown and green glass; aluminum and bi-metal cans, mixed paper, and corrugated cardboard. You are required to assign this duty to a specific volunteer(s). **A written report containing the tonnage amount of the recycled material collected during the special event MUST BE submitted to the Borough Secretary/Recycling Coordinator within seven (7) days of the end of the event.**

Name and contact information of the person(s) responsible for recycling: _____

15. Person(s) in charge of activity (One person must be listed as being in charge of the event/activity. If different individuals are to be in charge of various activities at different location, each must be listed. Use additional paper if needed and attach to application.)

Person in charge: _____

Address: _____

Phone Numbers (include area code), Day: _____ Evening: _____

E-mail Address: _____

Contact phone number during the event: _____

16. Plans for proposed activity: Please **LIST COMPLETE DETAILS** of **ALL** principal speakers and complete time schedule for the activity. **NOTE:** Proposed route of any march or parade, and plans for the orderly termination and dispersal of the proposed activity which might affect the regular flow of Borough traffic must also be included. **(If more space is needed, please use an additional sheet(s) of paper and attach to this application.)**
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17. List all props, stages, sound equipment, and other items to be provided by applicant and / or sponsor. (Include approximate quantity and size(s) of supports, standards, necessary medical/sanitary facilities and other similar items.) Please use an additional sheet if needed.
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18. Marshals: Applicant/Sponsor must furnish marshals. Quantity of marshals: _____

- a. Person(s) responsible for supervision of marshals (for each location):

Location(s): _____

Name(s): _____

Address(es): _____

Phone Number(s); Day: _____ Evening: _____

Cell Phone Number(s): _____

E-mail Address: _____

- b. List the functions the marshals are expected to perform: _____
-

What communication equipment will be provided to the marshals (Including the number of walkie-talkies, cell phones, bullhorns, public address systems, flashlights, etc.)?

How will the marshals be identified? _____

PLEASE NOTE: NOTHING is to be THROWN by PARTICIPANTS before, during and after any parade event. This includes, but is not limited to, candy, balls, "Frisbees" or any other object. If a parade participant is observed throwing any object, they will be removed from the parade and banned from participating in any future parades. It is permissible for participants to walk along the parade route and hand objects directly to others by hand to hand transfer only, not by throwing or tossing.....*This policy will be strictly enforced!*

APPROVAL of this APPLICATION is CONTINGENT UPON THE FOLLOWING:

- *A ten (10) foot wide right-of-way must be maintained the entire length of the permitted area to allow access for emergency vehicles and equipment.*

- _____
- _____
- _____

**Unless otherwise directed, ALL questions must be answered.
Failure to answer any question will be cause for the Application to be denied.**

Print name of person filing application

Signature of person filing application

Position of person filing application

Address of person filing application

Daytime phone number

Evening phone number

E-mail address

Contact phone number during the event

(The PORTION BELOW this LINE is for BOROUGH USE ONLY)

**Russell Drumheller, Code Enforcement Officer
Interim Borough Management Team**

**William T. Holdsworth,
Chief of Police, or his Assignee**

**Robert Moran, Director of Public Works
or his Assignee**

**Tom Brady, Fire Chief or his
Assignee**