



REQUIREMENTS and INSTRUCTIONS for SPECIAL EVENTS held within the BOROUGH of KENNETT SQUARE

(As set out in the Municipal Code of the Borough of Kennett Square, Chapter 10)

1. **INTRODUCTION:** The term “Special Events” includes sports events (excluding inter-scholastic sports events), pageants, celebrations, historical re-enactments, entertainments, exhibitions, parades, fairs, festivals and similar activities; the conduct of which has the effect, intent or propensity to draw a crowd or onlookers (this does not include First Amendment Right activities or demonstrations). A permit is required for all special events. Issuance of a permit is subject to the applicant’s fulfillment of all following applicable requirements.
2. **COVERAGE:** All permittees/sponsors of special event activities involving:
 - the erection, construction or placement of any type of structure or equipment, such as tents, stands, platforms, or portable toilets;
 - or expected to draw more than a total of 25 participants or spectators;
 - or in which the sale of food to the public is contemplated.
3. **AUTHORITY:** Among the specific powers of the Borough shall be the following, and in the exercise of any such powers involving the enactment of any ordinance or the making of any regulation, restriction or prohibition, the Borough may provide for the enforcement thereof and may prescribe penalties for the violation thereof or for the failure to conform thereto: Health and cleanliness regulations. To make such regulations may be necessary for the health, safety, morals, general welfare and cleanliness and the beauty, convenience, comfort and safety of the Borough.
4. **ESCROW:** Permittee shall pay an escrow in the form of a check made payable to the Borough of Kennett Square to cover the costs of restoration, rehabilitation, and cleanup of the area, public safety and/or law enforcement coverage, and any other unbudgeted costs resulting from the special event. The Borough Manager may determine the appropriate escrow amount for every event however the minimum amount is \$250 per day for each day of the event. Escrow costs may increase, depending on the size and scope of the event. The escrow must be submitted with the Special Event Application.
5. **HOLD HARMLESS AGREEMENT and LIABILITY INSURANCE:**
 - a. The permittee agrees to save and hold harmless the Borough of Kennett Square, and its agents and employees from any and all claims, damages, suits at law or equity, or whatever kind of nature, for damages to or loss of property, or injury or death to persons resulting directly or indirectly from, or attributable to the permittee or its participants (service providers) in conjunction with the activities authorized by this permit.

- b. Permittee/sponsor must procure public and employee liability insurance from a responsible company with a minimum limitation of \$1 million per person for any one claim and a minimum aggregate limitation of \$2 million for any number of claims arising from any one incident. The Borough of Kennett Square shall be included as an additional named insured on all such policies. All policies shall have no right of subrogation against the Borough for payments of any premiums or deductibles thereunder and such insurance policies shall be obtained by, be for the account of, and be at the insurer's sole risk.

Permittee/sponsor must furnish documented evidence of the above Hold Harmless Agreement and the insurance coverage to the Borough Secretary at least **thirty (30) days in advance** of the opening date of the event. Proof of liability coverage shall be in the form of a certificate, policy rider or binder and include the Borough as an additional named insured. The certificate holder shall be identified as:

BOROUGH of KENNETT SQUARE
Rachel J. Berkowitz, Borough Secretary
120 Marshall Street
Kennett Square, PA 19348
Phone 610.444.6020; Fax 610.444.9385
Rberkowitz@kennettsq.org

6. **PROVISION of SUPPORT by BOROUGH:** The Borough cannot provide logistical support systems such as chairs, tents, portable toilets, and/or portable utilities and sound systems. If required, these may be rented from commercial sources. If accessible utilities (water, sewer, electricity) exist on site, these may be made available for a per-day fee for the duration of the event. The amount of the fee will be provided to the permittee and incorporated into the bond.

Capacities of some of these existing systems are limited and may not be sufficient to satisfy all the needs of the event. Only existing electronic outlets may be used. Power rooms and electrical boxes requiring modification before use during the event may not be used. Questions concerning available utilities should be directed to the Public Works Director. All costs of presentation of the event must be borne in their entirety by the permittee.

7. **COMPUTATION of COST and RETURN of ESCROW:** All monies received will be deposited within five (5) business days of Council's approval of the special event application. A damage assessment will be made immediately following the close of the event. Accounting of charges incurred as a result of the event will be completed by the Borough within sixty (60) days following the close of the event. Any costs accruing to the Borough will be itemized and deducted from the escrow. A check for the balance remaining will be returned to the permittee/sponsor, or if necessary, an invoice will be issued to the applicant for costs exceeding the escrow will be issued to the permittee.

8. **SITE PLAN:** If tents, stages or any other types of structure are to be placed on parkland, stakes driven, or any digging or trenching conducted, a complete site plan must be submitted to the Borough Secretary at least thirty (30) days in advance of the opening of the event. The site plan should be made available as soon as possible to permit a more accurate estimate of a bond. No construction or site work may begin without prior official approval.
9. **PORTABLE TOILETS, GLASS CONTAINERS, and BALLOONS:** If attendance is expected to exceed the capacity of nearby public comfort facilities, or if none exist, the permittee must provide portable, temporary toilets with sufficient capacity to accommodate anticipated attendance. If **portable toilets** are determined necessary, a copy of the permittee's contract for their provision must be submitted to the Borough Manager at least ten (10) days in advance of the opening day of the event.

Glass containers are not permitted upon the streets of the Borough.

No mass release of **balloons** is permitted.

10. **SIGNS and ADVERTISING:** The role of donors or sponsors of special events or activities may be recognized, but the method of recognition must be in keeping with Borough policy and regulations.
11. **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.**
12. **IMPORTANT NOTICE:** Unless otherwise directed, **ALL questions must be answered.** Failure to answer any question will be cause for the Application to be denied.

THE FOLLOWING is PROVIDED as GUIDANCE: All instructions given by authorized Borough personnel must be obeyed promptly. Failure to comply with all the terms and conditions of the Special Event Permit may constitute grounds for cancellation of the permit, and immediate termination of the event. An authorized Borough official may be assigned for on-site supervision each day of the event. Borough Police Officers may also be assigned to provide for public safety.

INSTRUCTION PAGE

WHERE TO APPLY: Applications may be obtained and filed at the following location during normal business hours (8:30 a.m. to 4:30 p.m., Monday through Friday, except Borough recognized holidays):

BOROUGH of KENNETT SQUARE
Rachel J. Berkowitz, Borough Secretary
120 Marshall Street
Kennett Square, PA 19348
Phone 610.444.6020; Fax 610.444.9385
Rberkowitz@kennettsq.org

WHEN TO APPLY: Applications for special events or public assembly permits, along with the required escrow, and Hold Harmless Agreement and Liability Insurance, **must be received by the Borough Secretary at least thirty days in advance of proposed activity.** Applications are accepted no earlier than one (1) year in advance of the proposed public assembly or special event (including set up and take down).

DEFINITIONS:

“Special Event” means sports events (excluding inter-scholastic sports events), pageants, celebrations, historical re-enactments, entertainments, exhibitions, parades, fairs, festivals and similar activities, the conduct of which has the effect, intent, or propensity to draw a crowd or onlookers. A permit is required for all special events. Issuance of a permit is subject to the applicant’s fulfillment of all applicable requirements.

“Public Assembly” means any meeting, demonstration, picket line, rally or gathering of more than twenty-five (25) persons for a common purpose as a result of prior planning that interferes with the normal flow or regulation of pedestrian or vehicular traffic or occupies any public area in a place open to the general public.

PLEASE NOTE: Type or print legibly using dark ink when filling out the Special Event Application. If any space provided on the form is insufficient, attach a supplement sheet(s) bearing the item number. Each item MUST be filled out completely. When the answer is “no”, “none”, or “n/a”, please indicate as such.

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

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 jscalise@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 at 610.344.6225.**
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 page 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.)**

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 and attach if needed.

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)

**Joseph C. Scalise, Borough Manager
or his assignee**

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

**Joseph C. Scalise, Director of Public Works
or his assignee**

**Bruce A. Mitchell, Fire Chief
or his assignee**