



# BOROUGH OF PERKASIE

620 W. Chestnut Street  
PO Box 96  
Perkasie, Pa. 18944-0096

(215) 257-5065  
Fax (215) 257-6875

## SPECIAL EVENT PERMIT APPLICATION

Complete all questions and return application form with all required and supplemental attachments to Perkasio Borough at least 90 days prior to the event. An initial fee is due at the time of application, per the Borough's fee schedule. Perkasio Borough will provide an invoice when the permit is approved, detailing an estimate of additional fees. Perkasio Borough reserves the right to add services during the event if we deem it necessary for event safety then invoice a final balance.

### 1. APPLICANT INFORMATION – the Primary Contact is the person who is to be contacted regarding the application or event

Primary Contact Name:

Primary Contact Address:

City:

State:

Zip:

Primary Contact Email:

Event Name:

Type of Event:

Are you representing a Host Organization?

Is this organization a non-profit?

If so, list name address and phone below:

Is this organization a private/for-profit entity?

Organization Name:

Purpose of Event:

Organization Address:

Organization Contact Person:

Email:

Organization Phone:

### 2. GENERAL EVENT INFORMATION

Date of event:

Rain Date:

Event Duration (start date & time – end date & time):

Estimated Attendance (include organizers, volunteers, attendees, spectators etc):

Site Arrival / Set Up time:

Site Departure:

Will a registration /entry fee be charged. If yes, how much?

### 3. EVENT DESCRIPTION

Is this a fixed or moving event (ie, run / bike ride, etc.):

Event Description (provide a description of the proposed event including activities, entertainers, vendors, facilities, etc):

#### 4. SITE PLAN / DIAGRAM

**ATTACHMENT REQUIRED:** (all events require a site map of affected areas, showing placement of the following features as applicable).

- Event permits do not confer the right to use private property. Applicant should seek permission and provide documentation from property owner(s) if they wish to use private property in the Borough.

|   |  |  |
|---|--|--|
| • Check-in / Gate(s) and/or Entrances     | • Command Center / Headquarters          | • Street Crossings                       |
| • Comfort Stations (portable toilets)     | • Vendor Booths                          | • Security / Emergency                   |
| • Stages / Other Performance Areas        | • Fencing                                | • First Aid / Medical Stations           |
| • Dumpsters/ Trash & Recycling Containers | • Food & Beverage Concessions            | • Fire Extinguishers                     |
| • Tents & Trailers                        | • Street closures & Parking Restrictions | • Other Event Components not listed here |
| • Event Parking                           | • Other (specify):                       |  |

#### ATTACHMENTS REQUIRED:

If this is a MOVING EVENT or will CROSS ANY ROADWAYS, please provide a detailed route description from start to finish. Provide a letter with approval from property owner(s) if part of the event is on private property.

|                    |                     |
|--------------------|---------------------|
| Starting Location: | Finishing Location: |
|--------------------|---------------------|

#### 5. COMFORT STATIONS / PORTA POTTIES

- The applicant is responsible for addressing the needs for the event. Your portable sanitation service contractor will help you plan properly.
- Applicant must provide portable restroom facilities unless you can substantiate the sufficient availability of both ADA-accessible and regular facilities in the immediate area that will be available to the public.
- No less than one (1) ADA accessible restroom should be placed in each location designated for restroom facilities and located on a level area not to exceed a 2% cross-slope in any direction. If a single restroom is placed in a location it must be ADA-accessible. An accessible route to each restroom location must be provided.

|                              |                |                             |
|------------------------------|----------------|-----------------------------|
| Number of Units:             | Delivery date: | Pickup date:                |
| Name of sanitation supplier: |                | Emergency Contact (day of): |

#### 6. ELECTRICAL SERVICE

Perkasie Borough electric may be used ONLY with the express consent of Council, which shall have the authority to refuse consent in any instance.

Perkasie Borough Electric Service

- Perkasie Borough provides electrical service on request. An hourly rate is established in the Borough's Fee Schedule.
- An estimate for setup and breakdown of electrical outlets will be provided upon application and an initial fee is required at that time.
- Any balances for actual time worked will be invoiced after the event has taken place.

|                                      |                               |
|--------------------------------------|-------------------------------|
| Electric Service Requested: Yes / No | Mark locations on sketch map. |
|--------------------------------------|-------------------------------|

#### 7. TRASH & RECYCLING SERVICE

- The applicant is responsible for leaving the area in an "as good or better condition" than the site was found prior to the event.
- Perkasie Borough is a mandated community under PA Act 101. Applicants must ensure that recyclables generated at the event are recycled. (aluminum cans, glass, cardboard, etc.)
- Applicant is responsible for the removal of all trash, litter, debris, etc. associated with the event. Applicant must supply an adequate number of trash and recycling receptacles and remove trash & other event debris from the site immediately on conclusion of the event.

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|--|-----------------------------------|
| <ul style="list-style-type: none"> <li>• Placement of dumpsters requires a dumpster permit. Contact Borough office for an application form.</li> <li>• Perkasio Borough reserves the right to invoice the applicant for removal of trash or debris if necessary.</li> </ul>  |                                   |
| <b>Perkasie Borough Trash &amp; Recycling Service</b> <ul style="list-style-type: none"> <li>• Perkasio Borough provides trash &amp; recycling service upon request. An hourly rate for this service is established in the Borough's Fee Schedule.</li> <li>• An estimate for trash &amp; recycling container distribution &amp; pickup, and trash/recycling collection will be provided upon application and an initial fee is required at that time.</li> <li>• Any balances for actual time worked will be invoiced after the event has taken place.</li> </ul> |                                   |
| Trash & Recycling Service Requested: Yes / No  | Mark # & locations on sketch map. |

**8. ROAD CLOSURES & TRAFFIC CONTROL**

**THE APPLICANT IS RESPONSIBLE FOR PROVIDING ADEQUATE MEASURES TO ENSURE THE SAFETY OF PEDESTRIANS AT THE EVENT.**

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|--|-----------------------------------|
| <b>ROAD CLOSURES</b><br>Roads may be closed only with the express approval of Perkasio Borough Council.<br>Applicant is responsible for ensuring roads are closed as approved, including erecting and taking down barricades.<br>Roads & sidewalks must be left clear and open after the event. <ul style="list-style-type: none"> <li>• Perkasio Borough provides road barricades and cones on request. We will drop barricades and cones at specified locations and collect them after the event. An hourly rate is established in the Borough's Fee Schedule.</li> <li>• An estimate for drop off and collection of barricades &amp; cones will be provided upon application and an initial fee is required at that time.</li> <li>• Any balances for actual time worked will be invoiced after the event has taken place.</li> </ul> |                                   |
| Barricades Requested: Yes / No   | Mark # & locations on sketch map. |
| Cones Requested: Yes / No  | Mark # & locations on sketch map. |

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| <b>PEDESTRIAN CROSSING</b><br>Applicant is responsible for providing safe crossing at open road crossings where heavy pedestrian traffic is expected. Any personnel must be trained, qualified traffic flaggers and have the necessary safety equipment. <ul style="list-style-type: none"> <li>• Perkasio Borough provides qualified Crossing Guards on request, and subject to staff availability. An hourly rate is established in the Borough's Fee Schedule.</li> <li>• Any balances for actual time worked will be invoiced after the event has taken place.</li> </ul> |   |
| Crossing Guards Requested: Yes / No   | # Guards: Mark # & locations on sketch map. |

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| <b>TEMPORARY PARKING RESTRICTIONS</b><br>Applicant is responsible for clearly marking any areas with temporary parking restrictions at least 48 hours before the event. Use cable (zip) ties to attach signs - do not use nails, tacks, or staples on electric poles, light poles, trees or any other street furniture. Applicant must remove all signs immediately at the end of the event. <ul style="list-style-type: none"> <li>• Perkasio Borough provides high visibility "No Parking" signs on request. A fee per sign is established in the Borough's Fee Schedule</li> </ul> |             |
| No Parking Signs Requested: Yes / No  | # of signs: |

|   |  |
|---|--|
| <b>EVENT PARKING</b> <ul style="list-style-type: none"> <li>• Applicant is required to provide a parking plan, showing parking locations for staff, volunteers, attendees.</li> <li>• Provide details of any Park &amp; Ride parking locations and shuttle routes / drop off points:</li> </ul> |  |
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## 9. MITIGATION OF IMPACT

### ATTACHMENTS REQUIRED:

- Describe mitigation measures for potentially negative consequences imposed by the event.
- Include a draft sample of any notices to residents & businesses and a proposed list of recipients
- Provide a sketch map showing any detours or traffic redirection.

## 10. TEMPORARY FIXED VENDORS

Temporary Fixed Vendors require a Transient Retail License to do business on the public right of way. That means any truck, trailer, sidewalk cart or temporary booth where food, beverages and/or other goods, wares or services are sold in a fixed location within the Borough on a temporary basis.

- Applicants are responsible for ensuring temporary Food & Beverage businesses have the required Bucks County Health Department Licenses, PLCB licenses, and any other permits needed for their operation.
- Applicant is required to estimate the number of vendors that will be in attendance and pay a summary license fee at the time of application. A fee per Vendor is established in the Borough's Fee Schedule.
- Perkasio Borough reserves the right to invoice the applicant for any balance due if the number of Temporary Fixed Vendors is greater than the initial estimate.

Estimated number of Food Trucks / Trailers:

Estimated number of For-Profit Vendors:

Estimated number of Non-Profit Vendors (no fee):

## 11. ENTERTAINMENT

### ATTACHMENTS REQUIRED:

Perkasie Borough encourages a family-friendly atmosphere / environment at Special Events in the Town Center.

- Mark the location of all music and/or entertainment "stages" or areas on the event sketch map.
- For each location, list the type of entertainment and the hours. List areas where amplified music is planned. List group or individual performer names if known.
- List the locations of any animal exhibits or petting zoos. Applicant is responsible for ensuring that conditions in Bucks County and PA Health Department permits are met.

## 12. EVENT SAFETY AND SECURITY

**ATTACHMENTS REQUIRED:** The applicant is required to provide a safe and secure environment for the event.

A plan for crowd control and security is required as part of the Event Application. The plan must include at least:

- The location of an Event Command Center. Note how it will be identifiable to attendees.
- The name of the individual in charge at the event. Provide the name & contact information of the Event Coordinator.
- How will you communicate with all attendees in the event of an emergency?
- What is the emergency evacuation plan?
- Where is the location for missing/found persons?
- Will there be sufficient staff at the event for the expected number of attendees? What are the numbers of these staff and how will they be trained on their roles & emergency procedures. How will they communicate with the Event Director in an emergency situation?

Applicant is responsible for notifying emergency services of the event. Attach a draft/sample copy of the notice to this application.

## 13. POLICE DEPARTMENT

Perkasie Borough may require uniformed/non-uniformed police officers to be on-duty throughout the event. The applicant will be responsible for the cost incurred for these services. We will send an estimate of the hours and an invoice with the event permit approval letter. We reserve the right to invoice the Applicant for the balance of additional Police services provided during the event if we deem them necessary for health, safety and/or security reasons.

Applicant is welcome to schedule a meeting with the Perkasio Borough Chief of Police to discuss the possibility of Police Department support for the event. Call (215) 257-6876 to schedule.

**14. FIRE SAFETY**

**ATTACHMENTS REQUIRED:**

- Open fires/burning are not permitted without an additional permit and express approval by Perkasio Borough Council
- Fireworks and Pyrotechnics are not permitted.

Applicant is responsible for notifying the Perkasio Fire Department of all road closures, detours, and access points for emergency service vehicles during the event. Attach a draft/sample copy of the notice to this application.

**15. EMERGENCY MEDICAL PLAN**

**ATTACHMENTS REQUIRED:**

- If attendance is expected to be 5,000+ (including staff, volunteers & vendors), an ambulance and fire truck may need to be on scene with backup available should either have to leave the event.
- Consult with the Bucks County Emergency Health Services for their requirements.
- FOR ALL EVENTS: an on-site first aid location must be established. Provide details as an attachment to this application.

Applicant is responsible for notifying local emergency services of all road closures, detours, and access points for emergency service vehicles during the event. Attach a draft/sample copy of the notice to this application.

On-Site Emergency Medical Service: Yes / No

Standby Service Notified: Yes / No

If yes, Agency Name:

Agency Phone:

**16. WAIVER & INSURANCE**

**ATTACHMENTS REQUIRED:**

Attach a Certificate of Insurance to this application, evidencing at least \$1,000,000 in Comprehensive General Liability insurance coverage and naming the Borough of Perkasio as Additionally Insured. Certain kinds of events (eg, parades), and events where alcoholic beverages are served may have additional insurance requirements. It is the responsibility of the Applicant to ensure adequate coverage.

**Indemnification:**

- To the fullest extent permitted by law, the Applicant agrees to defend, indemnify, pay on behalf of, and save harmless the Borough of Perkasio, its elected and appointed officials agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorney's fees and all other costs connected therewith, arising out of or connected to the Applicant's use or occupancy of the premises of the Borough.

**Waiver of Subrogation**

- Such waiver shall apply regardless of the cause of origin of the loss or damage, including the negligence of the Borough and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Applicant shall advise its insurers of the foregoing and such waiver shall be provided under the Applicant's commercial property and liability insurance policies and the Applicant's workers compensation insurance policy, if any.

**Damage to Property of the Applicant and its invitees**

- The Applicant and its employees, officials, volunteers and agents shall be solely responsible for any loss or damage to property of the Applicant or its invitees, employees, officials, volunteers, agents, and representatives while such property is on, at or adjacent to the premises of the Borough.
- Perkasio Borough shall not, in any manner or for any cause, be liable or responsible for any injury or damage to persons or property while attending the event; all claims for such injury of damage are hereby waived.

**Damage to Borough Property**

- Applicant assumes full responsibility for taking cognizance of area conditions at the time of the event. Applicant will be responsible for all damages resulting to or from use of the Borough's property. Upon

completion of the Applicant's operations, Applicant agrees to leave the property in the same condition as it existed before operation, or pay for and complete restoration of said property within 15 days of the the completion of the event.

**17. FEES & CHARGES \*\* subject to change**

The Perkasio Borough Fee Schedule can be downloaded from: <https://perkasioborough.org/fee-schedule/>

The following fees are due **at the time of application (2024):**

|  |  |
|--|--|
| Application Fee: For Profit (\$100) / Non-Profit (\$50): |  |
| Application Fee, additional date (\$10 per date):        |  |

The following fees are due **upon permit approval and will be invoiced when the event permit is mailed to the applicant. Fees are listed in the Perkasio Borough Fee Schedule, which is updated annually. An attachment provided with this permit lists the current fees:**

- Electrical Setup & Breakdown
- Trash & Recycling Setup & Collection
- Barricades/Cones Drop Off & Collection
- Per vendor, Temporary Fixed Vendor Fee
- Crossing Guards
- Police Support
- No Parking Signs

Perkasio Borough reserves the right to invoice the Applicant for the balance of any Borough services provided during the event if we deem them necessary for health, safety and/or security reasons.

**18. SUBMISSION CHECKLIST (ATTACHMENTS)**

|   |  |
|---|--|
| <input type="checkbox"/> Site Plan  | <input type="checkbox"/> Parking Plan                        |
| <input type="checkbox"/> Event Safety & Security Plan                     | <input type="checkbox"/> Entertainment Plan                  |
| <input type="checkbox"/> Detour / traffic flow plans                      | <input type="checkbox"/> Draft notices to emergency services |
| <input type="checkbox"/> Draft notices to affected residents & businesses | <input type="checkbox"/> Certificate of Insurance            |
|   |  |

Applicant certifies that the information provided on this form is true and correct, has reviewed and agrees to the insurance and waiver statements herein.

Signed: \_\_\_\_\_ Date of Application: \_\_\_\_\_

On behalf of Organization: \_\_\_\_\_